

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.
- D. A Superintendent new to the position will be evaluated at least two times during his/her first full year of employment. The first evaluation will occur within the first six months of employment. Thereafter, the Superintendent's performance will be reviewed annually by the board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Policy Manual, Chapter 3, (Superintendent)