

### **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)