

Adopted: 4/16/2026

Revised:

**ROCHESTER BEACON ACADEMY
POLICY No. 304
EXECUTIVE DIRECTOR CONTRACT, DUTIES, AND EVALUATION**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The Executive Director's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the Executive Director.
- B. The specific duties for which the Executive Director is accountable shall be set forth in a position description for the Executive Director and shall be measured by a performance appraisal instrument approved by the school board in consultation with the Executive Director. The school board shall use this instrument to periodically evaluate the performance of the Executive Director.

Legal References: Minn. Stat. § 124E.12 (Employment)