

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 governing board in consultation with the executive director. The governing board shall use this instrument to periodically evaluate the performance of the executive director.
- C. The governing 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.

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

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

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