



Adopted: 11/20/00  
Reviewed: 1999, 2022  
Revised: \_\_\_\_\_

Orig. 1995

### 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 model instruments.

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

**Cross References:** None