

Adopted: 11/14/1996 nm

***Chisago Lakes ISD #2144
13750 Lake Blvd.
Lindstrom, MN 55045***

Revised: reviewed 10-26-2011, 1-8-2015 & 03-08-2018

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.
- D. The School Board may delegate to the Superintendent, the authority to allow an employee to begin work if the date they are hired and the date they are needed to begin their assignment, is prior to the next scheduled School Board meeting. The official hiring of the employee will still be done at the next regular scheduled board meeting.

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

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

