

Administration

Superintendent Selection and Contract

I. Purpose

This policy declares that the school board selects, employs, and contracts with the chosen superintendent.

II. General Statement of Policy

The school board will employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the district. The board will annually evaluate the superintendent's job performance in accordance with the job description.

III. Qualifications

- A. The school board will consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position.
- B. The board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. Selection

- A. A process for recruitment, screening, and interviewing of candidates will be developed by the school board.
- B. The board may contract for assistance in the search for a superintendent.

V. Contract and General Responsibilities

- A. The superintendent's contract will be used to formalize the employment relationship, and to specifically identify and clarify all conditions of employment with the superintendent. The school board will observe all requirements of state and federal law and school district policy.
- B. The specific duties for which the superintendent is accountable are set forth in their job description and are measured by a performance appraisal process approved by the board, in consultation with the superintendent. The board will

use this process to evaluate the performance of the superintendent. The superintendent will develop annual goals that are directly related to the district's strategic plan. The board will review and approve the goals.

- C. The board may use the model contract approved by the Minnesota School Boards Association and the Minnesota Association of School Administrators as a template.

Legal References:

Minn. Stat. § 123B.143 (Superintendent)

Minn. Rules, Chapter 3512 (Licensure of School Personnel)

Cross Reference:

Policy 213 (School Board Committees)

Policy

adopted: 06/18/07

amended: 08/20/12

revised: 01/28/19

revised: 09/11/23

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota