

Adopted: 8/22/00

Revised: 5/27/15, 4/26/22, 12/16/25

302 EXECUTIVE DIRECTOR

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Executive Director and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ an Executive Director who shall serve as an ex officio, non voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The Executive Director is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The Executive Director shall annually evaluate each administrator assigned responsibility for supervising a program in the cooperative or a member district.
- C. The Executive Director may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the Executive Director shall use personal and professional judgment, subject to review by the school board.

Legal References

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

Cross References

Policy 202 (School Board Officers)
Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 214 (Out-of-State Travel by School Board Members)
Policy 301 (School District Administration)
Policy 303 (Superintendent Selection)
Policy 304 (Executive Director Contract, Duties, and Evaluation)

Policy 305 (Policy Implementation)
Policy 306 (Administrator Code of Ethics)
Policy 412 (Expense Reimbursement)
Policy 510 (School Activities)
Policy 511 (Student Fundraising)
Policy 513 (Student Promotion, Retention, and Program Design)
Policy 602 (Organization of School Calendar and School Day)
Policy 605 (Alternative Programs)
Policy 701 (Establishment and Adoption of School District Budget)
Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 802 (Disposition of Obsolete Equipment and Material)
Policy 903 (Visitors to School District Buildings and Sites)
Policy 905 (Advertising)
Policy 906 (Community Notification of Predatory Offenders)
Policy 907 (Rewards)