

**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 school board in consultation with the Executive Director. The school board shall use this instrument to annually evaluate the performance of the Executive Director.
  
- 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:** MSBA Service Manual, Chapter 5, School Board-Staff Relationships (See Model Contract and Appraisal)

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*April 20, 2011*