



SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

POLICY:	304
ADOPTED:	06/21/99
REVISED:	09/26/22

I. Purpose

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description recognizing the importance of the role and responsibilities of the position and the use of an approved instrument to evaluate performance.

II. General Statement of Policy

- A. The school board shall employ a Superintendent who shall serve as an ex officio, non voting member of the school board and as chief executive officer of the school system.
- B. 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. The school board may use the model contract approved by the Minnesota School Boards Association and the Minnesota Association of School Administrators or develop a contract specific to the district; however, the contract document must meet statutory requirements.
- C. 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 (as negotiated in the superintendent's contract) to evaluate the performance of the superintendent.

III. General Responsibilities

- A. The superintendent 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 superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

Cross References: None