



*Adopted: August 21, 1996*

*EMID 6067 Board Policy 304*

*Revised: February 16, 2005; November, 2014*

## **304 EXECUTIVE DIRECTOR CONTRACT, DUTIES, AND EVALUATION**

### **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 Board in consultation with the Executive Director. The Board shall use this instrument to annually evaluate the performance of the Executive Director.

***Legal References:*** Minn. Stat. § 123.34, Subd. 9. (Superintendent)

***Cross References:*** MSBA Service Manual,  
Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance,  
Appraisals, and Model Job Description)