

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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SERIES	300	Administration
SUBJECT	304	Superintendent Contract, Duties and Evaluation
Adopted		January 9, 2001
Revised		June 14, 2011

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the Superintendent, a position description and the use of an approved instrument to evaluate performance and provide for development and retention.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. 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 to evaluate the performance of the Superintendent on an annual basis.

III. RATIONALE

The School Board believes that development and retention of a highly qualified Superintendent is a primary role and responsibility.

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

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