

**304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

**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.

**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)

Adopted with changes from MSBA/MASA Model Policy 304 Orig. 1995, Rev. 1999  
January 2010

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**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 periodically evaluate the performance of the superintendent.