

## **Policy 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 of Northfield Public Schools, a position description, and the use of an approved instrument to evaluate performance.

### **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 Board of Education in consultation with the superintendent. The board shall use this instrument to at least annually evaluate the performance of the superintendent.
- C. The board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

#### **Policy 304 Superintendent Contract, Duties and Evaluation**

Adopted: 01.24.2005; Reviewed: 12.09.2019; Non-Substantive Update: 02.2022, 01.25.2024

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

*Cross References:* None