



*Adopted: MSBA/MASA Model Policy 303*

*Revised: 2022 (Originated 1995)*

### **303 Executive Director Selection**

#### **I. PURPOSE**

The purpose of this policy is to convey that the authority to select and employ an executive director is vested in the BrightWorks Board.

#### **II. GENERAL STATEMENT OF POLICY**

The BrightWorks Board shall employ an executive director to serve as the chief executive officer of the service cooperative and to conduct the daily operations of the cooperative.

#### **III. QUALIFICATIONS**

- A. The BrightWorks Board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the executive director position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The BrightWorks Board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the BrightWorks Board.
- B. The BrightWorks Board may contract for assistance in the search for an executive director.
- C. The BrightWorks Board shall provide the contract for the executive director and specifically identify all conditions of employment mutually agreed upon with the executive director. In so doing, the board shall observe all requirements of state and federal law and board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** None