



Adopted: MSBA/MASA Model Policy 304

Revised: 2022 (Originated 1995)

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 instrument approved by the BrightWorks Board in consultation with the executive director. The BrightWorks Board shall use this instrument to periodically evaluate the performance of the executive director.
- C. The BrightWorks Board may use the model contract approved by Minnesota School Boards Association and the Minnesota Association of School Administrators as a model.

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

Cross References: None