



**302 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

**I. PURPOSE**

~~The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district~~

The purpose of this policy is to provide for the use of an employment contract with the superintendent, to recognize the role and overall responsibilities, and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

**III. SUPERINTENDENT CONTRACT**

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.

**IV. ESSENTIAL DUTIES AND ~~GENERAL RESPONSIBILITIES~~**

A. Per MN Statute 123B.143 the superintendent of the district shall perform the following:

1. Visit and supervise the schools in the district, report and make recommendations about their condition when advisable or on request by the board;
2. Recommend to the board employment and dismissal of teachers;
3. Annually evaluate each school principal assigned responsibility for supervising a school building within the district, consistent with section 123B.147, subdivision 3 paragraph (b);
4. Superintend school grading practices and examinations for promotions;
5. Make reports required by the commissioner; and
6. Perform other duties prescribed by the school board.

~~B. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board. Serves as the Chief Executive Officer to the School Board;~~

C. Ensure implementation of the strategic plan and district policies;

~~D. The superintendent shall annually evaluate each director and head principal who reports to~~

~~them.~~ assigned responsibility for supervising a school building in the district. Oversees, manages and provides leadership and direction in addressing the daily operations of the entire school district. Directs and works with administrators in addressing issues, concerns, and decisions that need to be made in the various departments, educational programming, or administrative aspects of the district;

- E. ~~The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.~~ Manages and oversees the use of district facilities, and the application of district funds and their impact on district objectives. Provides oversight, guidance and direction in the school district budget;
- F. ~~Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.~~ Provides leadership in developing and maintaining the best possible educational programs and services;

~~The superintendent shall perform the following.¶¶~~

- ~~1. Visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;¶¶~~
- ~~2. Recommend to the school board employment and dismissal of staffteachers;¶¶~~
- ~~3. Annually evaluate each school principal assigned responsibility for supervising a school building within the district;¶¶~~
- ~~4. Superintend school grading practices and examinations for promotions;¶¶~~
- ~~5. Ensure required reports are submittedCreate and submitMake reports required reports to the state and federal governments by the commissioner; and¶¶~~

~~G. Perform other duties prescribed by the school board.~~

H. Oversees and performs public relations activities for the district. Represents the school district before the public, with other school districts, and other audiences; and

I. Negotiates all district contracts and labor agreements excluding Community Education.

## V. PERFORMANCE EVALUATION

The school board shall use an evaluation process as defined in the board member handbook to conduct semi-annual and annual performance reviews of the superintendent. A summary of the evaluation must be shared at the next public board meeting.

**Legal References:** *Minn. Stat. § 123B.143 (Superintendent)*  
*Minn. Stat § 13D.05 (Meetings Having Data Classified as Not Public)*

**Cross References:** ~~ISD 200 Policy 202 (School Board Officers)~~  
ISD 200 Policy 208 (Development, Adoption, and Implementation of Policies)  
ISD 200 Policy 301 (School District Administration)  
ISD 200 Policy 303 (Superintendent Selection)  
~~ISD 200 Policy 304 (Superintendent Contract, Duties, and Evaluation)~~  
ISD 200 Policy 305 (Policy Implementation)  
ISD 200 Policy 306 (Administrator Code of Ethics)

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