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*MSBA/MASA Model Policy 304 Charter*

*Orig. 1995 (as ISD Policy)*

*Revised: 9/12/2023; 9/22/2026*

*Orig. 2022 (as Charter Policy)*

### **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 appraisal instrument approved by the school board in consultation with the executive director. The school board shall use this instrument to periodically evaluate the performance of the executive director.

**Legal References:** Minn. Stat. § 124E.12 (Employment)

**Cross References:** Charter School Bylaws