

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

**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, a position description and the use of a board approved instrument to evaluate performance.

**II. DEFINITION**

**III. 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 school board in consultation with the superintendent. The school board shall use this instrument to evaluate and assess in writing the performance of the superintendent at least once per year.

School Board Adoption: February 13, 2023

An Equal Opportunity School District