

*Adopted: 3/13/08*  
*Revised: 8/25/2011; 3/27/14*

**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**304 DIRECTOR CONTRACT, DUTIES AND EVALUATION**

**I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the director, a position description, and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

A. The director's letter of employment shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the director.

B. The specific duties for which the director is accountable shall be set forth in a job description for the director and shall be measured by a performance appraisal instrument approved by the school board in consultation with the director. The school board shall use this instrument to periodically evaluate the performance of the director.

C. The school board may use the model contract approved by the boards of the Minnesota Association of Charter Schools and the Minnesota Association of School Administrators as model instruments.

D. The personnel committee will meet with the Executive Director 4 times per year to address any areas that need attention, address specific issues, and/or to confirm director is on pace.

E. The personnel committee will draft goals for the Executive Director and conduct a formal review each spring.