

Adopted from MSBA/MASA Model Policy 304, Orig. 1995, Rev. 2022  
Approved: 7/21/22 by Board of Directors  
Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 304  
HEAD OF SCHOOL CONTRACT, DUTIES, AND EVALUATION**

**I. PURPOSE**

The purpose of this policy is to provide for the use of a Letter of Employment with the Head of School, a position description, and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

- A. The Head of School's Letter of Employment shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the Head of School.
- B. The specific duties for which the Head of School is accountable shall be set forth in a position description for the Head of School and shall be measured by a performance appraisal instrument approved by the school board in consultation with the Head of School. The school board shall use this instrument to periodically evaluate the performance of the Head of School annually. If the Head of School is not a licensed administrator, the evaluation must cover the areas as directed in MN Statute 124E.10.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
MN Statute 124E.10.(Charter Law)

**Cross References:** None