

**Adopted: 3-4-18**

## **303 EXECUTIVE DIRECTOR RESPONSIBILITIES, QUALIFICATIONS, SELECTION AND EVALUATION**

### **I. PURPOSE**

The purpose of this Studio School policy is to recognize the importance of the role of the Executive Director and the overall responsibility of that position within The Studio School, and to convey to the school community that the authority to set qualification standards for, select, employ, and evaluate the performance of an Executive Director is vested in the Board of Directors.

### **II. GENERAL STATEMENT OF POLICY**

- A. The Board of Directors shall employ an Executive Director who shall serve as an ex officio, non-voting member of the Board and as chief executive officer of the school. The Executive Director shall coordinate and conduct the daily operations of the school.

### **III. GENERAL RESPONSIBILITIES**

- A. The Executive Director will collaborate with the Board to provide strategic organizational direction, and visionary leadership of the school in alignment with the school's mission and vision.
- B. The Executive Director is responsible for the management of the school organization, the administration and implementation of all school policies, and fulfillment of the school's mission and vision, and is directly accountable to the Board of Directors.
- C. The Executive Director shall annually evaluate the School Director's/Principal's performance of assigned responsibilities for supervising and coordinating school operations.
- D. The Executive Director may delegate responsibilities to other school personnel, but shall continue to be accountable for actions taken under such delegation.
- E. Where responsibilities are not specifically prescribed, nor Board policy applicable, the Executive Director shall use personal and professional judgment, subject to review by the Board.

### **IV. QUALIFICATIONS**

- A. The Board shall consider applicants for the Executive Director position who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the Executive Director position.

- B. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- C. The Board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

## **V. SELECTION**

- A. When hiring is necessary, a process for recruitment, screening, and interviewing of candidates shall be developed by the Board of Directors.
- B. The Board shall establish a job description for the Executive Director, including details about desired professional and leadership qualities, qualifications, skills, experience and professional dispositions.
- C. The Board may contract for assistance in the search for an Executive Director.
- D. Upon selection, the Board shall provide the employment contract for the Executive Director which shall specifically identify:
  - 1. All conditions of employment mutually agreed upon
  - 2. Salary and benefits offered
- E. In selecting an Executive Director, the Board shall observe all requirements of state and federal law and Board policy.

## **VI. EVALUATION**

- A. The specific duties for which the Executive Director is accountable shall be set forth in the Board's employment contract for the Executive Director, and shall be measured by a performance appraisal instrument created, approved and administered by the Board of Directors in consultation with the Executive Director.
- B. The Board shall use the performance appraisal instrument to annually evaluate the performance of the Executive Director.