

## **POLICY GDN – School Support Staff Evaluation**

**The development of a strong and competent school staff is essential to achieving its mission. The Board expects all employees to strive for self-improvement and expects their supervisors to assist them through supervision and evaluation processes.**

### **DEFINITIONS**

For this policy school support staff will include:

- Educational Assistants
- Administrative Assistants in schools
- Library Assistants
- School Community Liaison staff

### **GUIDELINES & PROCEDURES**

1. A formal written evaluation shall be carried out:
  - a) at least once during the first year of employment and then once every three (3) years thereafter (evaluation shall be conducted by March 1).
  - b) at the supervisor's discretion,
  - c) at the employee's request.
2. The evaluation will be conducted by the employee's supervisor or designate.
3. Evaluations shall be directed at stimulating self-improvement as well as upon the creation of a continuing focus on the improvement of delivery of support services.
4. Evaluations shall be undertaken in terms of the performance responsibilities developed cooperatively between the employee and supervisor as part of the employee's job description.
5. Assistance will be offered to employees experiencing difficulty fulfilling their job requirements but the responsibility to correct any difficulties noted by the evaluator(s) rests with the employee.
6. Any report shall be submitted to and discussed with the employee within fourteen (14) calendar days of completion. The employee shall be required to sign and date the report to indicate it has been received and discussed.
7. The report shall include a review of the employee's current job performance, identify growth areas, areas requiring improvement and shall establish a reasonable time period for any such growth activities or improvement.
8. An employee may appeal an evaluation report. Such appeal shall be made in writing to the Superintendent within seven (7) calendar days of receiving the report and shall state the reason for appeal.
9. The Superintendent shall consider the appeal and render a decision, in writing, within fourteen (14) calendar days of receiving the request.

10. The employee has a right to appeal the Superintendent's decision to the Board.
11. A copy of the report shall be placed in the employees' personnel file.

### **REFERENCES**

**Cross References:**

[Educational Assistant Performance Review](#)

**Legal Reference:**

**BM#:** 20230119.1010; 20260115.1009

**Next Review:** 2028/2029