



STAFF EVALUTAIION – SUPPORT

Background

The Division expects all employees to perform their duties in an efficient and effective manner.

The Division's employee performance appraisal program encourages growth and development of skills for all support staff.

Procedures

1. The purposes of the performance appraisal program are to:
 - 1.1 Ensure clear understanding of duties and responsibilities associated with all positions;
 - 1.2 Establish the criteria to be used to measure the employee's effectiveness;
 - 1.3 Recognize employees who are doing good work;
 - 1.4 Identify areas where employee performance could be improved;
 - 1.5 Identify employee training and development needs; and
 - 1.6 Provide a basis for making decisions with regard to contract status.
2. Support staff will be formally evaluated:
 - 2.1 Near the end of their probationary period;
 - 2.2 Annually when they hold a temporary position in the Division;
 - 2.3 Annually through a Growth Plan if they are a Regular Educational Assistant;
 - 2.4 If the quality of their work performance is being questioned by a supervisor; or
 - 2.5 If the employee or supervisor requests a performance appraisal.
3. The Principal or designate is responsible for the evaluation of all support staff operating out of their school as specified in Division Administrative Procedures.
4. The Superintendent or designate is responsible for ensuring that support staff providing Division-wide service are formally evaluated as specified in administrative procedures.
5. The Supervisor's evaluation responsibilities will include:
 - 5.1 Clearly outlining performance expectations early in the school year;



- 5.2 Appraising current performance levels and identifying strengths and areas of growth;
 - 5.3 Completing the formal performance appraisal and discussing the appraisal with the employee;
 - 5.4 Supporting the growth of support staff through timely feedback, professional development, and resources;
 - 5.5 Ensuring that a copy of the appraisal is provided for the employee as well as placed in the employee's personnel file by June 30.
6. Performance appraisals may be appealed through the established channels of communication, beginning with the person who completed the appraisal. If the matter is not resolved by the supervisor, the appraisal may be appealed to the Superintendent or designate within two (2) weeks of the employee receiving the evaluation report including specific concerns regarding the report or the evaluation process.
- 6.1 Upon completion of the review, the Superintendent or designate shall indicate in writing to the employee their conclusions and recommendations.
7. The decision of the Superintendent is final.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code