

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Evaluation of Support Staff	CODE: GDN
LEGAL STATUS: Board Motions #152.03, #08.07, #92.13	DATE APPROVED: 08 Jan 07, 08 Apr 13

Background: The Board of Education believes that its support staff, and ultimately the students, will benefit from regular and systematic evaluation. Such evaluations presume the ideals of hope, affirmation, reconciliation and renewal will guide the process.

POLICY: The Board of Education and the administration are responsible to provide for effective growth and development of support staff in accordance with the goals and policies of the Prince Albert Roman Catholic Separate School Division No. 6. Accordingly, the Board of Education directs administration to conduct ongoing evaluations of the support staff for whom they have responsibility.

Guidelines:

1. Administrative personnel shall apply this policy with respect, love, confidentiality, objectivity and consistency. They shall act ethically and fairly. Further, they shall ensure, insofar as possible, the accuracy, validity and reliability of the observations which are made.
2. Each individual's evaluation shall be based on the criteria, which have been identified as important to the specific position.
3. Administrators will consult with other appropriate individuals who are familiar with the individual being evaluated in order to help form an opinion on performance.
4. Administrators will, by the deadlines established, complete the evaluation for assigned support staff and provide a copy for the personnel file. The evaluation may contain work-related recommendations for the employee.
5. A support staff member whose performance does not meet acceptable standards will be provided with the opportunity for improvement with a plan of assistance as set forth herein or will be discharged in accordance with point 4 of procedures.

Procedures:

1. The evaluation procedures will be based on the nature of the employee's contract.
 - 1.1 Temporary contract – a contract of less than one year in duration to cover a leave or respond to a particular need. The in-school administrator will monitor the employee.
 - 1.2 Continuing contract – the first year of a continuing contract is a probationary period. The in-school administrator will evaluate the employee after three, six, and nine months. A recommendation to

- continue employment will be made at the end of each evaluation period.
- 1.3 Following the probationary period, evaluations will be completed every five years thereafter.
 - 1.4 An evaluation may be conducted at any time, should a concern arise.
 - 1.5 Performance concerns arising from the evaluation of a support staff member on a continuing contract may result in the support staff member being placed on a plan of assistance.
2. If a plan of assistance is required, the Director of Education or designate, in consultation with the principal will notify the support staff member in writing that a plan of assistance is being put in place.
 - 2.1 The notification will clearly outline the following:
 - the area/areas that are deficient
 - the level of performance that is expected
 - a statement of goals with reasonable timelines
 - a statement of the consequences that will result if the goals are not met
 - 2.2 The content outlined in the notification will be discussed with the support staff member to ensure clarity of changes expected.
 - 2.3 The support staff member will take responsibility for his/her own improvement and make significant contributions to the plan. The plan will include specific objectives to meet the goals outlined in 2.1.
 - 2.4 The support staff member on a plan of assistance can expect support from the school division. It may include the opportunity to seek help from principals/vice-principals, teachers, colleagues and acquiring appropriate materials.
 - 2.5 Progress will be monitored and documented by the Director or designate and principal as per the plan.
 - 2.6 Assessment of the progress will be made at the end of the specified period.
 - 2.7 If there is satisfactory progress the plan of assistance will end. If there is unsatisfactory progress, the support staff member will be placed on review, or discharged from his/her position.
 3. If placed on review, the support staff member has the final opportunity to improve or face having his/her contract terminated.
 - 3.1. The support staff member will be notified officially in writing that dismissal will be recommended unless specific improvements are made within a specified time frame.
 - 3.2. The support staff member will be required to develop a written plan which addresses the areas that need improvement as specified in the letter outlined in 3.1. The plan must include specific strategies for improvement with a time line for the plan.

- 3.3. The support staff member's plan will be reviewed with the principal and the Director of Education or designate. The plan will include provisions for increased supervision and a process for evaluation.
- 3.4. The plan will be implemented and progress will be carefully monitored. All contacts will be carefully documented.
- 3.5. If progress is judged satisfactory at the conclusion of the specified time, the review will end. If progress is judged unsatisfactory, the support staff member will be discharged.
- 4. A support staff member will be discharged according to provisions under *The Labor Standards Act*.