

STAFF EVALUATION – SUPPORT

Background

Greater St. Albert Roman Catholic Separate School Division recognizes that excellence in education for students is determined by the quality and commitment of staff.

To ensure that a quality Catholic/Christian education is afforded to students, our Division supports a continuous growth, supervision and evaluation program of staff performance. This program is constructive, emphasizing personal professional growth and professional development of all staff.

The Division believes its primary role is to ensure that quality Catholic/Christian education is offered to all students in Greater St. Albert Roman Catholic Separate School Division. To that end, the Division supports a process which enables continuous growth, supervision and evaluation of all staff.

Guidelines

1. The staff growth, supervision and evaluation program will:
 - 1.1 Ensure that a quality education is being offered to all students in the Greater St. Albert Roman Catholic Separate School Division.
 - 1.2 Affirm the worth and dignity of all the parties involved.
 - 1.3 Clearly communicate performance expectations.
 - 1.4 Provide a basis for growth and development.
 - 1.5 Acknowledge effective performance.
 - 1.6 Support staff in the process of self-evaluation.
 - 1.7 Assist staff in the development of skills/strategies to support improved performance.
 - 1.8 Consider the staff member's training, experience, and skills when determining individual assignments.
 - 1.9 Provide information to assist decision making with respect to promotions, transfers, dismissals and provision of references.
2. The staff growth, supervision and evaluation process recognizes the following:
 - 2.1 That competency of staff is assumed.
 - 2.2 That the communication of clear goals, expectations and criteria for performance by evaluators is essential to effective staff appraisal.

- 2.3 That the individual has personal responsibility and accountability for his/her performance.
 - 2.4 That evaluators must possess the skills necessary to recognize, understand and communicate what constitutes effective performance for each staff member.
3. The Superintendent or designate is responsible for reporting annually to the Board and the public regarding the implementation of this policy.

Procedures

These procedures shall apply to regular and continuous staff employed by the Board.

1. Growth

- 1.1 All regular and continuous support staff employed with the Division shall complete a professional growth plan by October 31 of each school year.
- 1.2 A Professional Growth Plan shall:
 - 1.2.1 Reflect goals and objectives based on assessment of learning needs by the individual employee.
 - 1.2.2 Take into consideration the educational plans of the school, the Division and Alberta Education.
- 1.3 School-based support staff shall submit the annual Professional Growth Plan to the Principal or designate for review and approval. Division office support staff shall submit their annual Professional Growth Plan to the evaluator for review and approval.
- 1.4 The supervisor shall keep each professional growth plan on file until completed. All completed growth plans shall be returned to the respective staff members. Those staff members who want to have their completed plans included in their personnel file may forward them to Human Resources.
- 1.5 By August 31, the supervisor shall submit to the Superintendent or designate written verification that each staff member has developed, implemented and completed an annual professional growth plan for the school year.

2. Supervision

- 2.1 The Superintendent, Principal or designate shall provide on-going supervision of support staff by:
 - 2.1.1 Providing support and guidance.
 - 2.1.2 Observing and receiving information about the quality of staff performance.
 - 2.1.3 Identifying the behaviors or practices of a support staff member that, for any reason, may require an evaluation.

3. Evaluation

- 3.1 Evaluation of support staff shall be completed:
 - 3.1.1 Prior to the end of their probationary period.
 - 3.1.2 When the quality of their work performance is being questioned by the supervisor.
 - 3.1.3 Upon written request from the staff member.
- 3.2 Upon completion of an evaluation, the Superintendent, Principal or designate must provide the staff member with a copy of the evaluation report. A copy of the completed evaluation report shall be submitted to Human Resources for inclusions in the staff members personnel file.
- 3.3 A support staff member who disagrees with an evaluation may submit a written response to the evaluator and may appeal the evaluation in writing to the Superintendent or designate following the procedures outlined in the Staff Evaluation Handbook.

4. Support Staff Appeal Procedures

A staff member who disagrees with an evaluation may appeal the evaluation to the Superintendent or designate as follows:

- 4.1 The appeal must take the form of a written letter and must be received by the Superintendent, or designate, within two weeks of the staff member receiving the evaluation report. Specific concerns regarding the evaluation report or process must be detailed in the letter.
- 4.2 The Superintendent, or designate, within two weeks of the receipt of the appeal, will establish a procedure for reviewing the evaluation. This may include:
 - 4.2.1 A review of the employee's file.
 - 4.2.2 A meeting with the staff member and other appropriate administration staff.
 - 4.2.3 Additional observations and evaluations of the staff member by the Superintendent, or designate, or another administrator.
 - 4.2.4 A review of documentation presented by the staff member and administrator pertinent to the appeal.
 - 4.2.5 A review of other information related to the evaluation report or process.
- 4.3 Upon completion of the review, the Superintendent, or designate, shall indicate in writing, to the staff member his/her recommendations and observations regarding the appeal.
- 4.4 The decision of the Superintendent or designate is final.

5. Other

- 5.1 This Administrative Procedure does not restrict:

- 5.1.1 The Superintendent, Principal or their designate(s) from taking disciplinary or other action as appropriate when they have reasonable grounds to believe that the action or practices of a support staff employee endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school Board, or
- 5.1.2 The Board or Superintendent from taking any action or exercising any right or power under the *Education Act*.