

Administrative Procedure 441

SUPPORT STAFF GROWTH, SUPERVISION AND EVALUATION

Background

Staff growth, supervision and evaluation processes in the Division are designed to ensure that each staff member's actions, judgments and decisions support optimum student learning. This administrative procedure provides a framework for school leaders and support staff members to collaborate in order to ensure that all support staff members meet the Division's expectations throughout their employment with the Division.

The Assistant Superintendent, Employee Services is responsible for the administration of this administrative procedure.

Definitions

In this administrative procedure:

Growth planning means the career-long learning process whereby a staff member annually develops and implements a plan to achieve learning objectives or goals that are consistent with Division employment expectations.

Supervision means the ongoing process by which an administrator supports and guides staff performance.

Evaluation means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by an administrator in determining whether one (1) or more aspects of the performance of a support staff member exceeds, meets or does not meet Division employment expectations;

Administrator means a teacher who is a Superintendent, Principal, Vice-Principal or System Level Leader

Superintendent means the Superintendent, or the Assistant Superintendent, Employee Services as designee of the Superintendent in respect to fulfilling obligations under section 222 of the Education Act, or for the purposes of making recommendations under the Certification of Teachers Regulation

Procedures

1. General

- 1.1 Administrators are to review this administrative procedure with all staff near the commencement of each school year.
- 1.2 Support staff members have the responsibility of continuously reflecting upon their practice and seeking improvement as part of a continuing process of staff development.

- 1.3 Support staff members are required to participate in ongoing supervision to ensure that their work performance consistently meets Division employment expectations and promotes professional growth.
- 1.4 Support staff members who are employed under a contract other than a permanent contract will participate in staff evaluation as outlined in this administrative procedure as well as participating in ongoing supervision.
- 1.5 This administrative procedure does not restrict administrators from taking disciplinary or other actions, as appropriate, where there are reasonable grounds for believing that employee actions endanger the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Division.

2. Growth Plans

- 2.1 All support staff members must complete annual growth plans to help to consistently meet Division employment expectations and support optimum student learning.
- 2.2 An annual growth plan is expected to:
 - 2.2.1 Reflect goals based on an assessment of employee learning needs by the staff member in consultation with an administrator;
 - 2.2.2 Show a demonstrable relationship to Division employment expectations as articulated in the Support Staff Position Description;
 - 2.2.3 Take into consideration the education plans of the school and Division.
- 2.3 Prior to October 15 of a school year, a support staff member must submit an annual growth plan for review and approval to an administrator.
- 2.4 Growth plans are to address the following:
 - 2.4.1 Learning goals;
 - 2.4.2 Strategies to obtain each goal;
 - 2.4.3 A timeline for implementation; and
 - 2.4.4 The intended method of assessing goal attainment.
- 2.5 As part of the supervision process an administrator will endeavour to maintain awareness of a staff member's growth plan, the status of progression towards achieving the goal(s) of the plan and may provide guidance and assistance in implementing the plan.
- 2.6 Prior to the end of the school year, each support staff member will meet with an administrator to review the implementation of the growth plan and to consider growth possibilities for the next year.

3. Supervision

- 3.1 Supervision for Support Staff involves a range of leadership processes designed to ensure quality staff performance and support growth relative to the Support Staff Position Description. Supervision includes, but is not limited to, leadership activities such as:
 - 3.1.1 Providing support and guidance to support staff members including assisting support staff members to become familiar with the professional responsibilities as outlined in their Support Staff Position Description.
 - 3.1.2 Observing and receiving information from any source about the quality of employee performance
 - 3.1.3 Identifying the behaviours employee performance that for any reason may require an evaluation.
- 3.2 Administrators will participate in supervision through:
 - 3.2.1 Ongoing communication with support staff members about their employee performance.
 - 3.2.2 Reviewing and approving annual growth plans.
 - 3.2.3 Frequent observation, guidance and support of employee performance.
 - 3.2.4 Seeking feedback from teachers, Learning Coaches and other divisional staff members
 - 3.2.5 Initiating an evaluation when supervisory data leads to the administrator to believe that the staff member may not be meeting Division employment expectations.

4. Evaluation

- 4.1 Support Staff evaluation is based upon the administrator's informed and reasoned judgment about the employee's performance in relation to Division employment expectations
- 4.2 The evaluation of a support staff member by an administrator may be conducted:
 - 4.2.1 Upon written request by a support staff member.
 - 4.2.2 For purposes of gathering information related to a specific employment decision.
 - 4.2.3 When, on the basis of information received through supervision, the administrator has a reason to believe that the performance of a support staff member may not meet Division employment expectations.
- 4.3 On initiating an evaluation, the evaluator will communicate explicitly to the support staff member:
 - 4.3.1 Reasons for and purposes of the evaluation;
 - 4.3.2 A written 'Notice of Evaluation'
 - 4.3.3 Processes and criteria to be used;
 - 4.3.4 Evaluation data sources to be used;
 - 4.3.5 Timelines to be applied; and

- 4.3.6 Possible outcomes of the evaluation.
- 4.4 A support staff evaluation report is to consist of:
 - 4.4.1 An introduction.
 - 4.4.2 Description, comment and ~~or~~ rating in each performance domain.
 - 4.4.3 Identification of the significant strengths.
 - 4.4.4 Recommendations for improvement.
 - 4.4.5 A concluding statement:

In my opinion, at this time and in this assignment, the employee's performance (does not meet, or meets) Division employment expectations for this position.
 - 4.4.6 A statement verifying that the report has been discussed with the employee, that provision has been made for the employee to sign the report prior to its submission to the office of the Assistant Superintendent, and that the employee has been made aware of the right of review.
- 4.5 The employee and the evaluator are to sign evaluation reports. A copy of the evaluation report will be provided to the employee and the administrator. The original report will be held in the employee's Division Office file.
- 4.6 An employee may ask the Superintendent or designate to review the employee's evaluation to ensure compliance with this administrative procedure.
- 4.7 A request for a review of an evaluation must be made within ten (10) calendar days of the employee receiving the evaluation report and must outline in writing the employee's reasons for the request.
- 4.8 Upon receiving a request for a review of an evaluation by the Superintendent or designate, a review must be conducted and a written decision rendered within twenty-one (21) calendar days.
- 5. Probationary Period and Temporary Contract Evaluations
 - 5.1 Support staff members are to be evaluated during their probationary period in accordance with this administrative procedure and collective agreement.
 - 5.2 Evaluations of support staff members should be completed and submitted three (3) weeks prior to the end of the probation period.
 - 5.3 Evaluations of support staff members on temporary contracts of six (6) months or more are to be completed by the end of the sixth month of the temporary contract.
 - 5.4 Support staff members serving consecutive Temporary contracts under the same direct supervisor for the same position, and who have received a positive evaluation from that supervisor, are not required to have a subsequent Evaluation unless as required by 4.2 above.
 - 5.5 Support staff members serving consecutive temporary contracts under a new or different direct supervisor and who have two or more positive completed evaluations for the same position are required to have a *support staff confirmation letter completed* by their direct supervisor.

Reference: Relevant Legislation & Guidelines