

SUPERVISION AND EVALUATION OF CENTRAL ADMINISTRATIVE STAFF

Background

The Director believes it important that all central administrative staff have a clear understanding of what is expected of them, and that their performance is appraised regularly and the results of the appraisal are reviewed with the staff members by the Director or Superintendents, as appropriate.

It is recognized that the purposes of a performance planning and appraisal process are to:

- ◆ Establish and maintain high standards of conduct
- ◆ Encourage improved performance
- ◆ Acknowledge competency
- ◆ Improve communication
- ◆ Enhance decisions regarding employment and promotion.

Procedures

1. Performance Planning

- 1.1 The Director and Superintendent, or the Superintendent and staff member shall discuss and agree upon the expectations and the staff member shall be given a copy of the expectations.
- 1.2 The staff member's position description shall be used in conjunction with developing the information on expectations.
- 1.3 The Director is responsible for evaluation of the Superintendents, and they are responsible for the evaluation of team members in their respective departments: instruction and business.
- 1.4 By June 15th of each year, Superintendents will be required to submit an evidence portfolio that shows support for the following:
 - 1.4.1 The advancement of school division goals and priorities; and
 - 1.4.2 The fulfillment of role expectations for their specific position.

2. Performance Appraisal

- 2.1 Staff member performance shall be appraised formally (i.e., in writing), toward the end of the period of time under review.
- 2.2 The Director and superintendent, or the superintendent and staff member shall review progress towards completing the performance plan. The Director or

superintendent, as appropriate, will prepare a formal appraisal for the staff member.

- 2.3 The staff member shall be given an opportunity to add comments about the appraisal and to sign it. The original shall be filed in the staff member's official file and a copy given to the staff member.

3. Timing of Appraisals

A staff member performance appraisal shall occur:

- 3.1 For a probationary staff member, prior to completion of the probationary period.
- 3.2 On termination of employment.
- 3.3 When there is a performance deficiency.
- 3.4 On a regular basis.

4. Probation Review

- 4.1 New staff members will be placed on a probationary period as identified in their contract and will be evaluated throughout their probationary period.

5. Appeals

- 5.1 A staff member shall have the right to appeal the appraisal, in writing, to the Director within fifteen (15) days of receipt of the appraisal.
- 5.2 The Director shall, within thirty (30) days of receipt of an appeal, discuss the appraisal with the staff member, and render a decision in writing to the staff member.

Legal Reference: Section 85, 87, 108, 109, 110 Education Act

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