

Administrative Procedure 441

EVALUATION OF SUPPORT STAFF

Background

All support staff will participate in an annual performance appraisal conducted by their immediate supervisor and/or Principal.

Procedures

1. Each support staff member will be provided with a role description developed by their immediate supervisor and/or Principal. This will include any guidelines developed by the Associate Superintendent, Human Resources and Administration.
2. It is essential to maintain ongoing communication between support staff and their immediate supervisors.
3. Support staff is expected to avail themselves of professional development opportunities in order to remain current with their assignments.
4. An annual written performance appraisal will be completed by the immediate supervisor and/or Principal.
 - 4.1 The support staff member will be provided with the original appraisal. Copies will be forwarded to the Associate Superintendent, Human Resources and Administration and to the immediate supervisor.
5. Additional performance appraisals may be conducted when requested by the support staff member or the immediate supervisor.
6. At any time, a performance appraisal may also be requested by the Associate Superintendent, Human Resources and Administration, and may be completed by someone other than the immediate supervisor.

Reference: Section 18, 20, 60, 61, 113, 116, 117 School Act
Employment Standards Code
Labour Relations Act