

Administrative Procedure 442

EVALUATION OF SUPPORT STAFF

Background

All support staff shall participate in a regular 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 Superintendent.
2. It is essential to maintain ongoing communication between support staff and their immediate supervisors.
3. Support staff are expected to avail themselves of professional development opportunities in order to remain current with their assignments.
4. A 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 Superintendent 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 Superintendent, and may be completed by someone other than the immediate supervisor.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Employment Standards Act
Collective Agreements

Adopted: September 1, 2018