Administrative Procedure 206

Personnel and Employee Relations

SUPPORT STAFF SUPERVISION AND EVALUATION

Background

Staff growth, supervision and evaluation processes in the Board are designed to ensure that each staff member's actions, judgments and decisions support high quality 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 Board's expectations throughout their employment with STEM Collegiate.

Definitions

In this administrative procedure:

"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 overa 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 meets or does not meet Board employment expectations.

"Administrator" means a teacher who is a principal or assistant-principal of STEM Collegiate.

"Superintendent" means the superintendent of STEM Collegiate.

Procedures

1. General

1.1. Support staff members have the responsibility of continuously reflecting upon their practice and seeking improvement as part of a continuing process of staff development.

1.2. Support staff members are required to participate in ongoing supervision

to ensure that their work performance consistently meets Board employment expectations and promotes professional growth.

1.3. 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.

1.4. 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 Board.

2. Supervision

Supervision for Support Staff involves a range of leadership processes designed to ensure quality staff performance and support professional growth. Supervision includes, but is not limited to, leadership activities such as:

2.1.1. Providing support and guidance to support staff members including assisting support staff members to become familiar with their professional responsibilities;

2.1.2. Observing and receiving information from any source about the quality of employee performance;

2.1.3. Identifying the behaviours employee performance that for any reason may require an evaluation.

2.2. Administrators will participate in supervision through:

2.2.1. Ongoing communication with support staff members about their employee performance;

2.2.2. Frequent observation, guidance and support of employee performance;

2.2.3. Seeking feedback from teachers and Learning Leaders; and

2.2.4. Initiating an evaluation when supervisory data leads the administrator to believe that the staff member may not be meeting Board employment expectations.

3. Evaluation

3.1. Support Staff evaluation is based upon the administrator's informed and reasoned judgment about the employee's performance in relation to Board employment expectations.

3.2. The evaluation of a support staff member by an administrator may be conducted:

3.2.1. Upon written request by a support staff member.

3.2.2. For purposes of gathering information related to a specific employment decision.

3.2.3. 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 Board employment expectations.

3.3. On initiating an evaluation, the evaluator will communicate explicitly to the support staff member:

3.3.1. Reasons for and purposes of the evaluation;

3.3.2. Processes and criteria to be used;

3.3.3. Evaluation data sources to be used;

3.3.4. Timelines to be applied; and

3.3.5. Possible outcomes of the evaluation.

3.4. A support staff evaluation report is to consist of:

3.4.1. An overview of the evaluation context.

3.4.2. Description, comment and or rating in each performance domain.

3.4.3. Identification of the significant strengths.

3.4.4. Recommendations for improvement.

3.4.5. 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 superintendent, and that the employee has been made aware of the right of review.

3.5. 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 Personnel file.

3.6. An employee may ask the superintendent or designate to review the employee's evaluation to ensure compliance with this administrative procedure.

3.7. 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.

3.8. 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.

Approved: July 2023