

## **EVALUATION OF SUPPORT STAFF**

### **Background**

All support staff shall participate in a performance appraisal conducted by their immediate supervisor and/or Principal. Their immediate supervisor and/or Principal shall determine whether the evaluation period shall be 1, 2 or 3 years.

### **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 at the end of their probationary period and every 1, 2, or 3 years thereafter.
  - 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.

Adopted/Reviewed: JUN 2016/SEP 2019/NOV 2019

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code