

## **450 PARAPROFESSIONAL AND SUPPORT STAFF EVALUATION**

### **Background**

The Division believes that the professional development of paraprofessional and support staff is essential to the growth of individuals and the success of the school system.

A program of staff evaluation will foster professional growth, identify areas of strength and growth and establish a standard of performance for all staff. The Division believes that a periodic annual evaluation program will benefit both the employee and the school division.

The Superintendent of Schools, or designate is responsible for the implementation of this administrative procedure. The process will involve shared responsibilities among Supervisors and the employees.

For the purpose of this administrative procedure, support staff includes all those placed on the support staff salary grids, including but not limited to: staff, school administrative assistants, library technicians, divisional office support staff, custodians, housekeepers, maintenance workers, bus drivers.

All newly hired continuing support staff shall be on probation for one year from the date of their commencement or according to the probationary period outlined in their respective collective agreement, if applicable. The employment of a regular employee may be terminated at any time during the probationary period. A continuing designation within the position is dependent upon successful completion of the probationary period and a successful evaluation.

### **Operational Guidelines**

1. To the greatest extent possible, the evaluation of an employee's performance shall be conducted in an atmosphere of trust, confidence and support.
2. Each employee shall be informed of the expectations for their position and be given guidance and support in performing them satisfactorily.
3. A minimum of two evaluation meetings shall take place between the employee and the Supervisor. The first before the end of November and the second by the end of April. For an employee who starts at an odd time of the year the dates of the two visits shall be agreed upon by the two parties.

4. Employees shall be evaluated before the completion of a probationary period and thereafter at the request of the employee or as decided upon by their direct supervisor.
5. All employees shall be made aware of the evaluation process and criteria prior to commencement of the evaluation.
6. All evaluations are to be completed in written form and considered confidential.
7. The employee shall receive a copy and have the opportunity to discuss the report.
8. An employee has the right to appeal an evaluation to the Superintendent of Schools through the established appeal procedures.
9. Employee performance provides one of the basis for making decisions regarding tenure, promotion or termination.

## **Procedures**

1. Each Supervisor shall provide the employee with a copy of the job description for the position.
  - a. Upon commencement and from time to time, the Supervisor shall review the job description with the employee.
  - b. The Supervisor shall clarify and delineate specific tasks or assignments as they arise.
  - c. The Supervisor shall identify areas for growth or clarify expectations on an ongoing basis.
2. All support staff shall have their performance evaluated.
  - a. Probationary employees shall receive an evaluation of their performance prior to the end of their probationary period.
    - i. The results of this evaluation will be used to determine if the employee will be offered a continuing designation within this area, returned to their previous role within the division or terminated.
  - b. Continuing employees, after successful completion of their probationary period, shall be evaluated periodically upon their request and/or at the discretion of their supervisor.
3. Prior to commencing an evaluation, each Supervisor shall review and discuss the evaluation process and criteria with the employee. Criteria to be considered in the evaluation of a support staff employee's performance are:
  - a. Job Performance

- i. Knowledge of work
    - ii. Productivity
    - iii. Quality of work
    - iv. Organization Skills
    - v. Initiative
    - vi. Resourcefulness
  - b. Work Habits
    - i. Attendance/Punctuality
    - ii. Perseverance
  - c. Work Relationships
    - i. Ability to take direction
    - ii. Effectiveness in directing others
    - iii. Capability to work with others
  - d. General
    - i. Decisiveness
    - ii. Communication skills written/oral
    - iii. Growth Potential
    - iv. Attitude
- 4. The evaluation process for support staff shall include:
  - a. A review with the employee of the job description and specific tasks in which the employee is engaged.
  - b. An assessment by the Supervisor of the employee's performance.
    - i. Comments in respect of each of the criteria established.
    - ii. A statement indicative of the Supervisor's professional judgement of the employee's overall performance.
    - iii. Any recommendations for improvement along with specific timelines.
  - c. This assessment shall be finalized and presented by the Supervisor to the employee for discussion.
    - i. The employee shall sign the report indicating receipt.
    - ii. A signed copy of this report shall be placed on the employee's personnel file.
  - d. Supervisory support to address areas of growth.
  - e. The opportunity for a reassessment on an employee's performance to occur

should such performance be unsatisfactory and corrective action is required.

- i. This assessment shall occur within three work months of completion of the first evaluation.
  
5. An employee who wishes to appeal an evaluation must do so in writing to the Superintendent of Schools.
  - a. The letter of appeal must be received within fifteen (15) days after receipt of the evaluation report.
  - b. The letter of appeal must state specific reason(s) consideration should be given to the appeal.
  - c. The Superintendent of Schools will review the evaluation report.
    - i. The Superintendent of Schools shall advise the employee of any subsequent actions as a result of the appeal within fifteen (15) days after receipt of the request.
      - ◇ The Superintendent of Schools may rule the evaluation will stand or designate a third party to reassess the evaluation report.
  
6. When the results of the evaluation program conclude that an employee's performance is less than satisfactory, the Superintendent of Schools may consider termination of the employment.

## References

Section 52,53,197,,222,225 Education Act  
Freedom of Information and Protection of Privacy Act  
Employment Standards  
Occupational Health and Safety Act  
Collective Agreement

## History

Developed: August 2003  
Amended: June 2020