

## **G. Human Resources**

### **Policy G-201: Support Staff Growth, Supervision and Evaluation Policy**

The Charter Board believes that the professional growth, supervision and evaluation of Support Staff contribute to continuous improvement in the quality of education for Valhalla Community School students.

#### **Procedures**

##### **A. Growth**

Each Support Staff will create and submit an Annual Professional Growth Plan to the Principal on or before September 30th of each school year. Plans must:

- a) reflect goals and objectives based on an assessment of learning needs by the individual staff member, and
- b) demonstrate linkage to the education plans of the school, the Charter Board and Alberta Education.

Professional Growth Plans will be reviewed by the Principal and discussed with the individual staff member by October 31 of each school year.

##### **B. Supervision**

The supervision of support staff is an ongoing process and shall be conducted on a continuous basis in order to ensure continuous improvement in the learning environment, to assist support staff in their professional growth and to assist in making staffing decisions.

##### **C. Evaluation**

Evaluation is the process of formalizing supervision through documentation. The process is interactive and therefore presumes active employee involvement. The process leads to a written report. The report is used as a basis for planning ongoing supervision and for decision making relative to ongoing employment.

Evaluation focuses on the quality of an employee's job performance and employee's contribution to the school as a whole. Evaluation processes should be pre-planned with the employee. The process will include frequent oral and written communication, and the final report will be summative.

The Principal is primarily responsible for evaluating Support Staff. The superintendent may evaluate Support Staff.

Evaluation of Support Staff shall be conducted for the following reasons:

1. Employees new to the School shall receive a summative evaluation report prior to the end of their probationary period. An employee will be informed, in writing, if there are concerns with the employee's performance within three (3) months of the date of hiring.
2. An evaluation will be conducted for employees whose job performance is of concern to the Principal, Superintendent or Charter Board.

Evaluation practices should include but not be limited to the following:

1. Creating an evaluation plan prior to a formal evaluation through a meeting between the evaluator and the employee. The plan, which will be documented and shared with the employee will include:
  - a) discussion, clarification and, where appropriate, adaptation of the employee's role description;
  - b) determination of the evaluation practices to be used,
  - c) establishment of the proposed timeline for the evaluation.
2. There shall be a minimum of three evaluation observation visits during the evaluation process.
3. Upon completion of the final evaluation observation the evaluator shall draft a final report and shall include the evaluator's recommendations pertaining to the continued employment of the employee. The evaluator may recommend:
  - a) removal of the probationary designation, for those employees on probation,
  - b) an extension to the probationary period with a subsequent evaluation to be performed; or
  - c) termination of employment.

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