

Non-Teaching Staff Evaluation

Appendix A



Instructions for Non-Teaching Staff Evaluations

Purpose

The Non-Teaching Staff Evaluation document becomes the formal record of an employee's performance achievements, abilities, career goals, training and developmental needs. In addition, the report helps to ensure that each employee clearly understands his or her duties and goals, and provides valuable feedback on specific performance strengths or areas in need of improvement.

As well, the completed form is used to assist in selection and promotion decisions, to arrange for training and development needs based on individual and division goals, to identify individuals eligible for training or developmental opportunities (ie. special assignments, committee work, temporary job change), to forecast organizational staffing needs and future job openings based on natural staff movement such as retirements, and to substantiate administrative actions pertaining to release for lack of competence or other reasons.

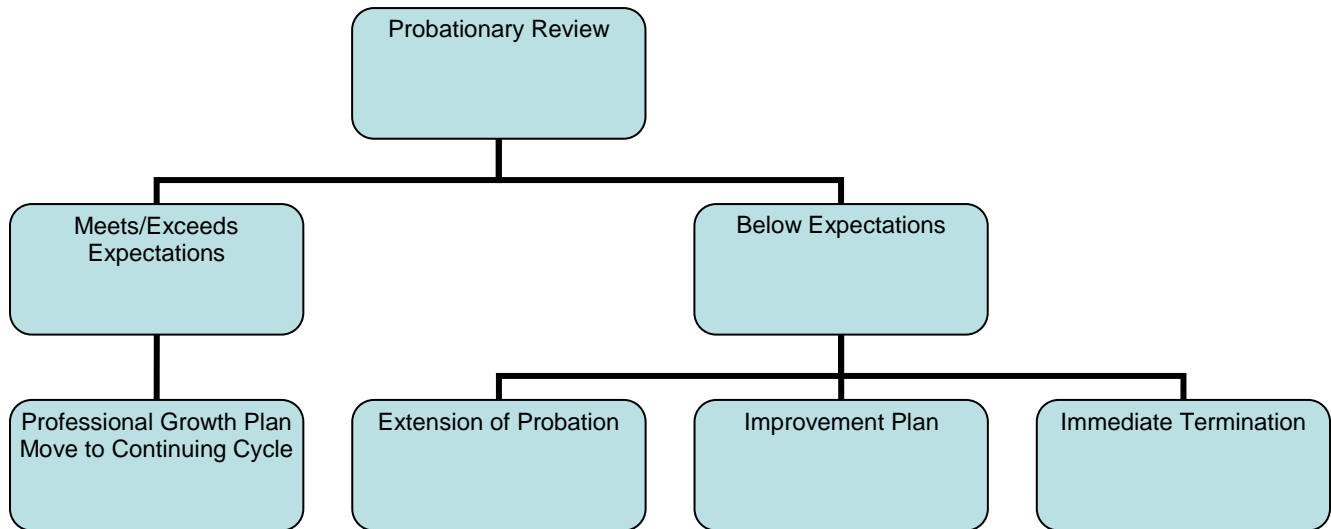
All evaluations are to be completed by the supervisor and employee jointly and are not intended to take the place of daily supervision, guidance and support of staff.

For more information regarding Policy and Guiding Principles, please refer to [AP 450](#).

Procedures

Non-Teaching Staff Evaluations are divided into two sections:

1. Probationary Employees - employees new to the school division or new to a position due to promotion or transfer within the school division. Evaluations are completed after 6 months of continuous employment.



2. Continuing/Temporary Employees - employees who continue their employment annually. Evaluations are completed as per Chart 1 or Chart 2 listed below.

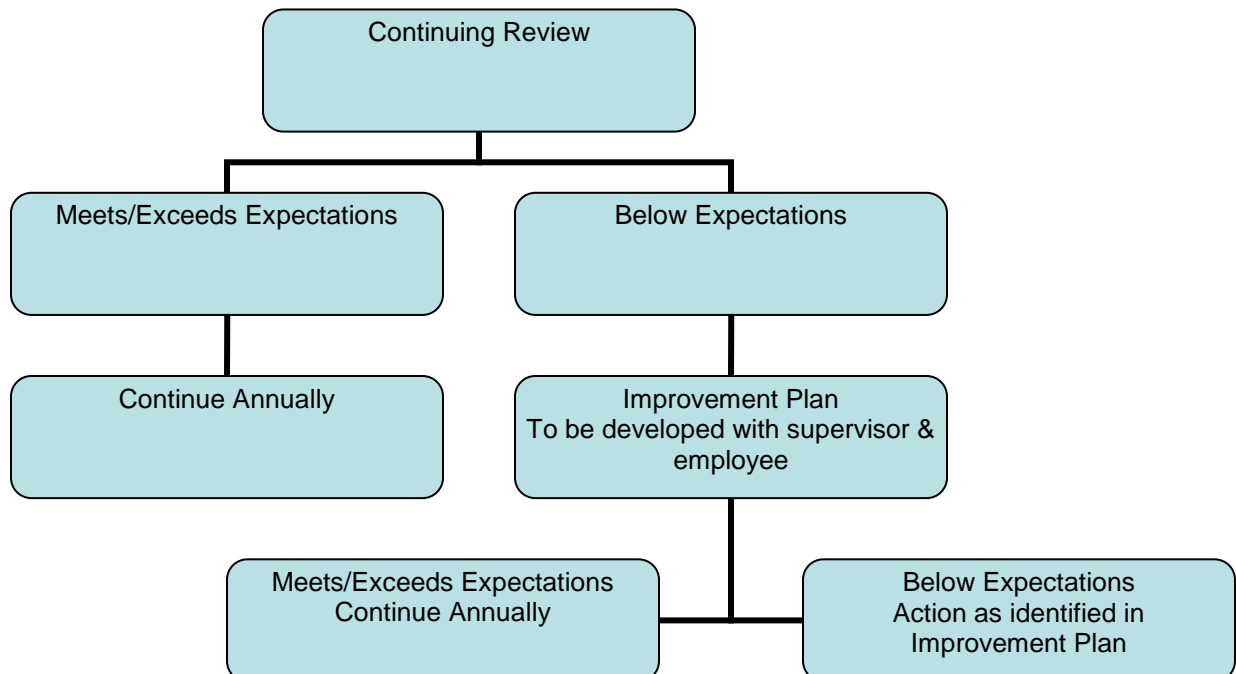


Chart 1 - School Based Evaluation Calendar

Position	Deadlines to submit Evaluations and Professional Growth Plans to Superintendent of Human Resources
All School-Based positions (except Educational Assistants)	June 30 –every even year ie: 2016-17 2018-19 2020-21
All Educational Assistants	June 30 -every odd year ie: 2015-16 2017-18 2019-20
<i>for School Caretakers/Head Caretakers see table below</i>	

Chart 2 - Division Based Evaluation Calendar

Position	Deadlines to submit Evaluations and Professional Growth Plans to Superintendent of Human Resources
All Office Staff at Central and Sub Office <ul style="list-style-type: none"> ▪ Includes School Caretakers/Head Caretakers 	annually

Improvement Plan – AP 413B

The Improvement Plan has been designed to assist the employee in recognizing areas in need of improvement. The plan is aimed at the employee and supervisor working together on areas of concern. The Improvement Plan is not seen as a method of punishment but rather the tool for which the employee will succeed within their assigned position.

Please utilize the following ratings as outlined in [AP 450](#) to evaluate performance:

Exceeds Expectations	Distinguished:	A high degree of competence. Performance is at the highest level. Employee consistently demonstrates exceptional accomplishments in all areas of responsibility. The ability to communicate and interact with others is exemplary.
Meets Expectations	Proficient:	An above average degree of competence. Performance is consistently strong with employee successfully meeting and often exceeding normal expectations in terms of quantity and quality of work produced. The employee fully meets high standards of performance.
	Satisfactory:	A satisfactory degree of competence. Performance is good in a number of areas. Growth and progress is needed to satisfactorily fulfill all areas of responsibility.
	Emerging:	A limited degree of competence. Performance is moving toward acceptable standards in the primary areas of responsibility.
Below Expectations	Beginning:	No key elements are adequately developed. Performance is below standards in the primary areas of responsibility. The quality and quantity of work accomplished is below minimum requirements for the job.

All jobs require a certain level of proficiency in skills and abilities. Please use the skills and abilities section to evaluate the employee by rating demonstrated proficiency and development needs in each area.

Skills and abilities should be measured as demonstrated and related to the employee's work performance not as personality traits.

At the end of every section, both the Employee and Supervisor should comment on the section just discussed.

The Professional Growth Plan should be completed by the employee in as much detail as possible

At the end of the review period the employee completes the Summary/Review of Growth Plan section, reviewing the indicators identified in the professional growth plan and assessing his/her level of accomplishment in meeting the goals.

The Employee and supervisor then review the employee's self-assessment

The Supervisor completes the Supervisor's Summary section of PGP. This summary will review:

1. degree to which goals were attained
2. recommendations as to how the employee can continue to meet growth objectives
3. consideration for next PGP

Once the Evaluation and Personal Growth Plan is complete and signed, please forward to the Superintendent of Human Resource's office promptly.

For more information regarding definitions and formal evaluations instructions, see [AP 450](#).

Individual evaluation and growth plans are recognized as personal information and are used, stored and disposed of in a manner which protects their confidentiality, in accordance with the Local Authority Freedom of Information and Protection of Privacy Act, 1990-91.

Also see:

**AP 450
Form 450-1**

**Supervision and Evaluation of Support Staff
Professional Growth Plan**