

Supervision and Evaluation of Support Staff

Background

Both a positive, supportive supervision process and a fair, objective performance evaluation process is essential. Positive supportive supervision is essential to professional growth and maximized self-actualization. A fair and objective performance evaluation process is essential to accountability.

It is the intent of this supervision and performance procedure, to foster and enhance positive relationships between administration and staff. The focus of supervision is to provide for the continual improvement of staff effectiveness. Openness, trust and a developmental approach is the basis of this program.

Definitions

Formative Supervision – consists of activities carried out by supervisors, peers or invited experts, working in collaboration with the employee, to provide observational data that will be useful to the employee in her/his attempts to learn, grow and become more effective.

Summative Performance Evaluation – consists of activities carried out by supervisors to assess and evaluate the performance of the employee.

Procedures

Principals are responsible for the formative supervision and performance evaluation of non-teaching employees reporting to them.

1. The goal of supervision is to promote improvement in the performance of non-teaching staff.

The goal of performance evaluation is to provide data for administrative decisions i.e. those related to promotion, permanent employment, transfer or dismissal.
2. The evaluation criteria:
 - 2.1 Shall relate to the function or role of the staff; and
 - 2.2 Shall be known to staff in advance of any evaluation.
3. It shall be the responsibility of the evaluator to decide on the methods used to gather information relevant to evaluation.
4. The purpose of information gathering shall be:
 - 4.1 To serve as a basis for joint discussion of performance;
 - 4.2 To suggest recommendations related to performance;
 - 4.3 To improve programs or to suggest changes in criteria used;
 - 4.4 To suggest the possible need for administrative decisions related to promotion, permanent employment, transfer or dismissal.

5. A written evaluation of the employee's performance shall be completed upon the completion of an employee's probationary period.
6. The employee shall be given the opportunity to read and sign the evaluation report. The signature of the staff member shall verify that the report has been discussed with the staff member, but shall not imply the staff member's concurrence with the contents of the report. The staff member shall receive a copy of the evaluation report.
7. In the case of disagreements with findings of an evaluation, staff members shall have the right to state their disagreements in writing and have it placed on file.

Also see:

**AP 450 Appendix A
Form 450-1**

**Non-Teaching Staff Evaluation
Professional Growth Plan – Non-Teaching**

Reference: Sections 85, 87, 108, 109, 110, 175, 231 Education Act