

Section:	Human Resources	
Title:	Performance Evaluation Programs	5.7.1

The Board of Education believes that the goals of the school district cannot be achieved without the dedication, commitment and impact of the school district's educational leaders, teachers and support staff. The purpose of a performance evaluation is to support staff in their efforts to improve or support the improvement of the district's instructional programs.

General Guidelines

District Leaders, Administrators, Managers

- The evaluation model will be formative; however the option also exists for the Superintendent of Schools or designate to perform a summative performance evaluation based upon expectations for the duties as prescribed by the provisions of the *School Act* and any regulations there under, and any such further duties assigned by the Board of Education.
- Terms for the evaluation are:
 - District Leaders – on or before the anniversary of their contract
 - Principals – every three years on the first appointment, every five years on subsequent appointments.
 - Vice-Principals – every three years (note: if appointed as a principal from a vice-principal, the re-appointment as a principal is for an evaluation every 5 years).
 - Managers – every three years on the first appointment, every five years thereafter.
- The evaluation will be linked to both organizational and personal goals.

Teachers

Evaluation of teaching shall be in accordance with the collective agreement.

Support Staff

The evaluation model is summative. Terms for evaluation are:

- All support staff who fall into one of the following categories shall have an evaluation:
 - New employees during their probationary period.
 - Regular and term employees who have been:
 - » Re-assigned to another classification.
 - » Re-assigned to another school department, same classification.
 - » Successful applicants to a posting.
 - » Regular employees whose performances have caused concern to their supervisors.
- An employee may request an evaluation at any time; such evaluation shall be granted within thirty (30) working days.

- New employees and employees who have transferred, been reassigned or successfully applied for a job posting shall receive a performance evaluation 30 days and 60 days during the employee's probationary or trial period.
- Where an employee is supervised by more than one supervisor during their probationary / trial period, each supervisor will complete a report.
- Supervisors shall refer to the Guidelines for Supervisors when completing Probationary/Trial Period and Transfer Review Reports.

Performance evaluation reports will be shared and reviewed with an employee prior to it being placed on the personnel file.

The performance evaluation reports will be filed in the personnel file of the employee.

Date Adopted: February 2002

Amended: November 2010 (formerly #404)