

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| Role Expectation:<br>Student Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Evaluation Evidence                                                                                                                                                                                                                                                                                                                       | Quality Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>1.1 Provides career coaching services to/works with students at Lakeside Outreach.</p> <p>1.2 Looks for new opportunities to enhance and/or expand the Career Coaching program.</p> <p>1.3 Reviews related HPSPD and school-based accountability data to identify strengths and gaps.</p> <p>1.4 Liaises with Career Coaches and post-secondary partners to coordinate dual credit programming within HPSPD schools.</p> <p>1.5 Participates in provincial dual credit initiatives.</p> <p>1.6 Works in cooperation with post-secondary institutions to create new dual credit opportunities for HPSPD students.</p> <p>1.7 Researches existing dual credit programs available throughout the province and evaluates their relevance to the needs of HPSPD students.</p> | <ul style="list-style-type: none"> <li>• Assurance measures</li> <li>• Three (3) year transition</li> <li>• Five (5) year transition</li> <li>• Satisfaction surveys</li> <li>• HPSPD Education Plan</li> <li>• Annual Education Results Report</li> <li>• Alberta Education feedback</li> <li>• Superintendent's observations</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrates effective career coaching services for staff generally and specifically at the Outreach school.</li> <li>• Develops plans for and assists in the expansion of the career coaching program.</li> <li>• Coordinates and enhances dual credit programming within HPSPD schools.</li> <li>• Develops innovative ways to enhance learning opportunities for students, and in conjunction with principals, implements promising practices.</li> <li>• Develops initiatives to foster dual credit opportunities within the HPSPD.</li> <li>• Supports processes to enhance career exploration programming.</li> <li>• Reviews current research to ensure promising practices are implemented.</li> </ul> |

**PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD**

| <b>Role Expectation:<br/>Student Learning<br/>(continued)</b>                                                                                                                                                                                       | <b>Evaluation Evidence</b> | <b>Quality Indicators</b> |
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| 1.8 Develops and coordinates new career exploration programs to meet HPSP student needs.<br><br>1.9 Develops and coordinates education enhancement programs and initiatives.<br><br>1.10 Researches evidence-based practices in career development. |                            |                           |

**PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD**

| <b>Role Expectation:<br/>Student Wellness</b>                                                                                                                                                                                                                                                                                                                                                                           | <b>Evaluation Evidence</b>                                                                                                                                                                    | <b>Quality Indicators</b>                                                                                                                                                                                                                                                                                                          |
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| <p>2.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.</p> <p>2.2 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies and post-secondary institutions which provide services/supports to students.</p> | <ul style="list-style-type: none"><li>• Assurance measures</li><li>• Satisfaction surveys</li><li>• Superintendent's observations</li><li>• Leadership Practices report (when done)</li></ul> | <ul style="list-style-type: none"><li>• Monitors the provision of a welcoming, caring, respectful and safe learning environment and, in conjunction with principals, addresses identified concerns.</li><li>• Establishes and maintains protocols and relationships with external agencies to maximize student learning.</li></ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| <b>Role Expectation:<br/>Human Resources Management</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>Evaluation Evidence</b>                                                                                                                                                                                                                                                                                                                   | <b>Quality Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p>3.1 Supervises, evaluates, and reviews the performance of the direct reports.</p> <p>3.2 Provides ongoing support and professional development to direct reports in the delivery of programs and courses within the HPSD.</p> <p>3.3 Works with new direct reports to provide training and mentorship throughout the transition period.</p> <p>3.4 Works with all principals to promote strategic actions for respective careers programming.</p> | <ul style="list-style-type: none"> <li>• Personnel demographics</li> <li>• Supervision and evaluation processes for staff.</li> <li>• Professional development program</li> <li>• Careers programming</li> <li>• Submission processes</li> <li>• Superintendent's observations</li> <li>• Leadership Practices report (when done)</li> </ul> | <ul style="list-style-type: none"> <li>• Contributes to the enhancement of capacity of direct reports to maximize student learning.</li> <li>• Effectively implements performance appraisal processes for direct reports.</li> <li>• Supports effective staff selection processes.</li> <li>• Supports the specific professional development program for direct reports.</li> <li>• Provides specific training and continuing mentorship for new direct reports.</li> <li>• Effectively promotes careers programming with principals.</li> <li>• Participates in collegial learning.</li> </ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| Role Expectation:<br>Fiscal Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Evaluation Evidence                                                                                                                                                                                                                                                                                        | Quality Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>4.1 Develops a departmental budget within the parameters and constraints of the HPSD budget.</p> <p>4.2 Maintains financial records and balances, when appropriate.</p> <p>4.3 Ensures the proper fiscal management of budget allocations.</p> <p>4.4 Identifies existing funding opportunities to support dual credit programs, career exploration programs, and education enhancement programs within HPSD schools.</p> <p>4.5 Liaises with stakeholders to create and secure new funding opportunities for dual credit programs, career exploration programs and education enhancement programs within HPSD schools.</p> <p>4.6 Prepares materials for post-secondary Instructional Service Agreements.</p> <p>4.7 Liaises and prepare materials for contracts with respective digital vendors (i.e. Myblueprint).</p> <p>4.8 Operates in a fiscally prudent and responsible manner.</p> | <ul style="list-style-type: none"> <li>• Budget recommendations</li> <li>• Budget preparation</li> <li>• Budget expenditures</li> <li>• Year-end projections if required</li> <li>• Value For Money analyses</li> <li>• Instructional Service Agreements</li> <li>• Superintendent observations</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures budget recommendation and submission timelines and parameters are met.</li> <li>• Ensures adequate internal financial controls exist and are being followed.</li> <li>• Ensures funds are expended as per approved budgets.</li> <li>• Accesses available funding grants and utilizes partnerships for student benefit.</li> <li>• Ensures agreements and contracts are all effectively implemented.</li> <li>• Conducts operational reviews when required.</li> <li>• Ensures financial savings with no reduction in services are achieved, whenever possible.</li> </ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| Role Expectation:<br>Policy/Administrative Procedures                                                                                                                                                                                                                                                                                                                                                                             | Evaluation Evidence                                                                                                                                                                                                                                                                                                                                                                      | Quality Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p>5.1 Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.</p> <p>5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.</p> <p>5.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.</p> | <ul style="list-style-type: none"> <li>● Board Policy Handbook               <ul style="list-style-type: none"> <li>○ new policies</li> <li>○ revised policies</li> </ul> </li> <li>● Administrative Procedures Manual               <ul style="list-style-type: none"> <li>○ new procedures</li> <li>○ revised procedures</li> </ul> </li> <li>● Superintendent observations</li> </ul> | <ul style="list-style-type: none"> <li>● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Superintendent when necessary.</li> <li>● Actively participates with individuals and groups in administrative procedure development and review processes within areas of responsibility.</li> <li>● Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary.</li> <li>● Ensures application of and adherence to Board policy and administrative procedures within areas of responsibility.</li> </ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| Role Expectation:<br>Organizational Management                                                                                                                                                                                                                                                                                                                                                                                  | Evaluation Evidence                                                                                                                                                                                                                                      | Quality Indicators                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.</p> <p>6.2 Contributes to an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.</p> | <ul style="list-style-type: none"> <li>• Alberta Education feedback</li> <li>• Personal calendar</li> <li>• Emergency preparedness plans/procedures</li> <li>• Superintendent observations</li> <li>• Leadership Practices report (when done)</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures compliance with Government of Alberta and Board mandates and timelines within areas of responsibility.</li> <li>• Effectively manages time and resources.</li> <li>• Utilizes technology effectively and efficiently.</li> <li>• Utilizes support personnel effectively.</li> <li>• Effectively responds to emergency/crisis situations.</li> </ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| <b>Role Expectation:<br/>Communications and Community Relations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Evaluation Evidence</b>                                                                                                                                                                                                                                                                  | <b>Quality Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p>7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.</p> <p>7.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.</p> <p>7.3 Promotes dual credit programs, enrolment and participation to HPSP students and parents.</p> <p>7.4 Represents the HPSP on provincial committees and relevant agencies with respect to Careers education.</p> <p>7.5 Liaises with other HPSP personnel to promote mutual successes.</p> <p>7.6 Works closely with partnering post secondary institutions.</p> <p>7.7 Represents the HPSP on relevant provincial committees.</p> <p>7.8 Promotes and monitor SKILLS in the HPSP.</p> <p>7.9 Promotes the HPSP Career Coaching program to stakeholders and other relevant groups.</p> | <ul style="list-style-type: none"> <li>• Memos and correspondence</li> <li>• HPSP publications</li> <li>• Presentations</li> <li>• Satisfaction surveys</li> <li>• Conflict resolution</li> <li>• Superintendent observations</li> <li>• Leadership Practices report (when done)</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures information is disseminated and displayed as appropriate.</li> <li>• Presents necessary information and speaks effectively at functions.</li> <li>• Develops appropriate program materials relative to areas of responsibility.</li> <li>• Promotes programming and positive public engagement/partnerships with the HPSP.</li> <li>• Represents the HPSP in a positive, professional manner.</li> <li>• Works collaboratively with HPSP personnel.</li> </ul> |

## PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD

| <b>Role Expectation:<br/>Communications and Community Relations<br/>(continued)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Evaluation Evidence</b> | <b>Quality Indicators</b>                                                                                                                                                                                       |
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| <p>7.10 Oversees the Career Coaches webpage and other general communications vehicles (i.e. Facebook, Twitter).</p> <p>7.11 Supports the development and enhancement of CTS programming within secondary schools, as it relates to career pathways.</p> <p>7.12 Promotes CTF programs to schools and teachers and supports teachers in outcome-delivery of these programs.</p> <p>7.13 Researches existing partnerships between other school HPSDs and stakeholder groups in other communities and identifies those that are relevant or have potential within the HPSD.</p> <p>7.14 Establishes, maintains and strengthens stakeholder partnerships that align with the goals of the Career Coaching Program, which may include, but are not limited to, local government agencies, community organizations, the business community and post-secondary partners.</p> |                            | <ul style="list-style-type: none"> <li>• Supports effective home-school relations.</li> <li>• Manages conflict effectively.</li> <li>• Responds to unresolved issues within areas of responsibility.</li> </ul> |

**PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD**

| <b>Role Expectation:<br/>Superintendent Relations</b>                                                   | <b>Evaluation Evidence</b>                                                                                                                       | <b>Quality Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 8.1 Establishes and maintains positive, professional working relations with the Superintendent.         | <ul style="list-style-type: none"><li>• Reports</li><li>• Personal contacts, emails, phone calls</li><li>• Superintendent observations</li></ul> | <ul style="list-style-type: none"><li>• Implements directions of the Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results.</li><li>• Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Superintendent.</li><li>• Keeps the Superintendent informed about operations within areas of responsibility.</li></ul> |
| 8.2 Provides information which the Superintendent requires to perform the role in an exemplary fashion. |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8.1 Serves on such committees as determined by the Superintendent.                                      |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**PERFORMANCE ASSESSMENT GUIDE FOR CAREER COACH LEAD**

| <b>Role Expectation:<br/>Leadership Practices</b>                                                                                                                                                                                                           | <b>Evaluation Evidence</b>                                                                                                                                | <b>Quality Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.<br><br>9.2 Exhibits a high level of personal, professional and organizational integrity. | <ul style="list-style-type: none"><li>• Self reflection</li><li>• Superintendent observations</li><li>• Leadership practices report (when done)</li></ul> | <ul style="list-style-type: none"><li>• Provides clear expectations and direction within areas of responsibility.</li><li>• Establishes and maintains positive, professional working relationships with others.</li><li>• Unites people towards common goals.</li><li>• Demonstrates a high commitment to the needs of students.</li><li>• Empowers others.</li><li>• Effectively solves problems.</li><li>• Models high ethical standards of conduct.</li><li>• Exercises leadership consistent with the HPSD's stated vision, mission and values.</li></ul> |