

SCHOOL-BASED SUPPORT STAFF GROWTH, SUPERVISION AND EVALUATION

Background

The High Prairie School Division (HPSD) recognizes that it is responsible for ensuring that the highest possible quality of education is provided for the students in its jurisdiction. A key factor in discharging this responsibility is the maintenance of a high quality support staff to ensure that support staffs' actions, judgments and decisions are in the best educational interests of students and support optimum learning. HPSD believes that the central office staff, principals, teachers, and support staff must work together to achieve the desired results. This objective can be achieved by providing opportunities for the growth of support staff, by having the expectation that support staff will utilize the opportunities for growth, and by providing for effective support staff supervision and evaluation.

Definitions

"Evaluation" – means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a Principal in determining whether one or more aspects of the performance of a support staff meets expectations of fulfilling his/her duties and outlines areas for further growth.

"Principal and/or designate" – (hereinafter called the "Principal")

"Probationary Period of Employment" – means the first year of employment.

"Supervision" – means the on-going process by which a Principal carries out duties in respect to support staff job description for each support staff member and exercises educational leadership.

Guidelines

1. At the commencement of each school year, the Principal shall make support staff aware of this administrative procedure.
2. The Principal has the ultimate responsibility for assessing the performance of support staff.
3. A support staff member, during his/her probationary period, will be given at least one written assessment of performance, in addition to on-going supervision.
4. A support staff member who has successfully completed the probationary period will have on-going supervision, and a written evaluation every three years. Further comprehensive evaluations may occur as noted in 9.1., 9.1.1., 9.1.2., 9.1.4.
5. The purpose of supervision and evaluation of support staff members is to promote professional growth and to ensure fulfillment of duties as outlined in their job description.
6. Principals will develop written job descriptions for any positions not covered in the Forms, Checklists and Schedules Manual.
7. A Principal shall take disciplinary or other action, as appropriate, where he/she has reasonable grounds for believing the actions or practices of a support staff member endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board. In those cases where the Principal deems that suspension is warranted, the Principal shall be required to make a recommendation to the Superintendent with supporting documentation.

Supervision and Evaluation Procedures

8. Support Staff Supervision

- 8.1. Supervision of support staff members shall be an ongoing process carried out by the Principal to:
 - 8.1.1. recognize success and achievement in fulfillment of duties
 - 8.1.2. provide support and guidance;

- 8.1.3.observe and receive information about the support provided to students; and,
- 8.1.4.identify behaviors or practices of a support staff that may require evaluation.

9. Support Staff Evaluation

- 9.1. A written evaluation of a support staff member shall be conducted:
 - 9.1.1.at least once during the probationary period;
 - 9.1.2.for the purposes of gathering information related to a specific employment decision;
 - 9.1.3.upon the written request of the support staff member;
 - 9.1.4.when there is reason to believe the support staff member's performance may not meet the school and HPSD standards and expectations.
- 9.2. When an evaluation of a support staff member is to be done in relation to 9.1., 9.1.1., 9.1.2., 9.1.4 above, the evaluation by the Principal will be done in the following manner:
 - 9.2.1.The principal shall first meet and communicate explicitly, in writing:
 - 9.2.1.1. the reasons for and purpose of the evaluation;
 - 9.2.1.2. the process, criteria and standards to be used;
 - 9.2.1.3. the timelines to be applied; and
 - 9.2.1.4. the possible outcomes of the evaluation.
 - 9.2.2.The Principal's evaluation report shall be given to the support staff member for his/her signature and comments.
 - 9.2.3.A copy of the final evaluation shall be maintained in the Principal's office and forwarded to the Assistant Superintendent of Human Resources for inclusion in the staff member's personnel file.
- 9.3. When as a result of an evaluation, the Principal determines a change in the behavior or practice of a support staff member's performance is required, the Principal must communicate in writing the area(s) needing to be addressed. This communication will include, but not be limited to, the following:
 - 9.3.1.behaviors and practices not meeting expectations and the changes required;
 - 9.3.2.remediation strategies;
 - 9.3.3.timeline for meeting required changes;
 - 9.3.4.possible consequences of failure to meet the changes (e.g. termination of employment).

Appeal

- 10. The employee who has been terminated may submit a request for appeal, in writing, to the Superintendent within seven (7) instructional days of notification of termination. The request for appeal should include specifics as to what the employee is appealing.
- 11. HPSD procedures in no way prevent a support staff member from initiating any appeal provisions available by the Employment Standards Code or any other legislation.

HPSD Forms

- [450A - School Secretary Job Description](#)
- [450B – Learning Commons Clerk / Technician Job Description](#)
- [450C – Indigenous Education Coach Job Description](#)
- [450D - Educational Assistant Job Description](#)
- [450E – Support Staff Performance Evaluation Template](#)

References

Section 117, School Act

Cross References

Policy 8 – Board Committees