

PERFORMANCE ASSESSMENT GUIDE FOR EDUCATIONAL ASSISTANT LEAD

Role Expectation: Student Learning	Evaluation Evidence	Quality Indicators
1.1 Provides leadership to meet student needs within the HPSD Educational Assistant initiative. 1.2 Ensures the effective implementation of the HPSD Educational Assistant curriculum. 1.3 Ensures appropriate Educational Assistant programming is in place for diverse learners. 1.4 Coordinates Educational Assistant program reviews and evaluations as requested. 1.5 Ensures accountability for achievement of approved Educational Assistant learning outcomes. 1.6 Provides leadership and strategies to enhance student assessment within the HPSD.	• Assurance measures • Satisfaction surveys • HPSD Education Plan/Annual Education Results Report • Alberta Education feedback • Assistant Superintendent observations	• Supports analysis of academic performance within areas of responsibility and assists principals to develop action plans to address concerns. • Develops plans for and assists in the implementation of educational assistant programming. • Develops new approaches to the solution of significant and complex learning challenges through effective use of educational assistants. • Supports analysis of the educational assistant initiative. • Develops plans for and assists in the implementation of effective educational assistant programming assessment processes.

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Role Expectation: Student Wellness	Evaluation Evidence	Quality Indicators
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. 2.2 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.	• Assurance measures • Satisfaction surveys • Assistant Superintendent's observations • Leadership Practices report (when done)	• Monitors the provision of a welcoming, caring, respectful and safe learning environment and, in conjunction with principals, addresses identified concerns. • Establishes and maintains protocols and relationships with external agencies to maximize student learning.

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Role Expectation: Human Resources Management	Evaluation Evidence	Quality Indicators
3.1 Provide ongoing support and professional development to Educational Assistants in the delivery of programs and courses within the HPSD. 3.2 Works with new Educational Assistants to provide training and mentorship throughout the transition period. 3.3 Works with all principals to promote strategic actions for careers respective Educational Assistants programming.	• Personnel demographics • Supervision and evaluation processes for staff. • Personnel demographics • Supervision and evaluation processes for staff. • Professional development program • Assistant Superintendent's observations • Leadership Practices report (when done)	• Contributes to the enhancement of capacity of Educational Assistants to maximize student learning. • Supports effective staff selection processes. • Supports the specific professional development program for Educational Assistants. • Effectively promotes Educational Assistants programming with principals.

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Role Expectation: Fiscal Responsibility	Evaluation Evidence	Quality Indicators
4.1 Develops a budget within the parameters and constraints of the HPSD budget. 4.2 Maintains financial records and balances. 4.3 Operates in a fiscally prudent and responsible manner.	• Budget recommendations • Budget preparation • Budget expenditures • Variance reports • Year-end projections • Value For Money analyses • Assistant Superintendent observations	• Ensures budget recommendation and submission timelines and parameters are met. • Ensures adequate internal financial controls exist and are being followed. • Ensures funds are expended as per approved budgets. • Accesses available grants and utilizes partnerships for student benefit. • Conducts operational reviews • Ensures financial savings with no reduction in services are achieved, whenever possible.

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Role Expectation: Policy/Administrative Procedures	Evaluation Evidence	Quality Indicators
5.1 Assists the Assistant Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility. 5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility. 5.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.	• Board Policy Handbook ○ new policies ○ revised policies • Administrative Procedures Manual ○ new procedures ○ revised procedures • Assistant Superintendent observations	• Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Assistant Superintendent. • Actively participates with individuals and groups in administrative procedure development and review processes within areas of responsibility. • Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary. • Ensures application of and adherence to Board policy and administrative procedures within areas of responsibility.

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Role Expectation: Organizational Management	Evaluation Evidence	Quality Indicators
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. 6.2 Contributes to a HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.	• Alberta Education feedback • Personal calendar • Emergency preparedness plans/procedures • Assistant Superintendent observations • Leadership practices report (when done)	• Ensures compliance with Government of Alberta and Board mandates and timelines within areas of responsibility. • Effectively manages time and resources. • Utilizes technology effectively and efficiently. • Utilizes support personnel effectively. • Effectively responds to emergency/crisis situations.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility. 7.2 Ensures staff and parents have an acceptable level of satisfaction with the services provided. 7.3 Liaises with principals, Central Services leadership and external personnel as appropriate to guide and assist program participants. 7.4 Develops a weekly community of practice session for all program participants.	• Memos and correspondence • HPSP publications • Presentations • Satisfaction surveys • Conflict resolution • Liaison contacts • Practice sessions • Assistant Superintendent observations • Leadership Practices report (when done)	• Ensures information is disseminated as appropriate. • Develops appropriate program materials relative to areas of responsibility. • Promotes positive public engagement with the HPSP. • Represents the HPSP in a positive, professional manner. • Supports effective home-school relations. • Manages conflict effectively. • Responds to unresolved issues within areas of responsibility. • Ensures effective liaison with HPSP and external personnel. • Presents information and speaks effectively at functions.

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Role Expectation: Assistant Superintendent Relations	Evaluation Evidence	Quality Indicators
8.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent. 8.2 Provides information which the Assistant Superintendent requires to perform their role in an exemplary fashion. 8.3 Serves on such committees as determined by the Assistant Superintendent.	• Reports • Personal contacts, emails, phone calls • Assistant Superintendent observations	• Implements directions of the Assistant Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results. • Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Assistant Superintendent. • Keeps the Assistant Superintendent informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
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 Assistant Superintendent's expectations. 9.2 Exhibits a high level of personal, professional and organizational integrity.	• Self reflection • Assistant Superintendent observations • Leadership Practices report (when done) •	• Provides clear expectations and direction within areas of responsibility. • Establishes and maintains positive, professional working relationships with others. • Unites people towards common goals. • Demonstrates a high commitment to the needs of students. • Empowers others. • Effectively solves problems. • Models high ethical standards of conduct. • Exercises leadership consistent with the HPSPD's stated vision, mission and values.