



## **402.11.2 Support Staff Growth, Supervision and Evaluation**

### **Policy**

The Board directs that procedures be developed to ensure the growth, supervision and evaluation of support staff.

### **Regulations**

#### **Support Staff Growth**

1. All support staff on continuing and full year temporary contracts with the Board shall complete a Growth Plan each year.
2. The Growth Plan shall:
  - 2.1. reflect goals and objectives based on a self-assessment of learning needs;
  - 2.2. show a demonstrable relationship to the job description;
  - 2.3. take into consideration the educational plans of the school, the District and Alberta Education; and
  - 2.4. be developed in consultation with the employee's supervisor.
3. The Growth Plan shall be submitted on an annual basis to:
  - 3.1. the principal or designate, in the case of support staff employed within a school; or
  - 3.2. the immediate supervisor, in the case of support staff employed outside the school.

#### **Support Staff Supervision**

4. The principal or designate or supervisor shall provide for on-going supervision of each support staff member by:
  - 4.1. providing support and guidance to the staff member; and
  - 4.2. observing and receiving information about the staff member's quality of work.



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#### **Support Staff Evaluation**

5. The principal or designate, in consultation with the immediate supervisor, shall conduct an evaluation of a school-based support staff member. Support staff members who are not located in a school shall be evaluated by their supervisor, in consultation with the immediate supervisor. An evaluation shall be conducted:
  - 5.1. for purposes of gathering information related to a specific employment decision in consultation with the Associate Superintendent, Human Resources, or designate; and
  - 5.2. when, on the basis of information received through supervision, the principal or supervisor has reason to believe that the quality of work is unacceptable.
6. An evaluation of a support staff member may be conducted upon the written request of the staff member.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

Alberta School Act:	117
Other Statutes:	Alberta Labour Relations Code, Employment Standards Act
District Policies:	402.8.3 Employee Assistance and Wellness Programs, 402.12 Staff Learning
Other:	Employee Collective Agreements, Job Classification Manuals