



402.11.2 Support Staff Growth, Supervision and Evaluation

Support Staff Growth

1. Support staff on continuing and full year temporary contracts must submit their annual Growth Plan in writing to the principal or designate or supervisor, for review by October 31 of that school year.
2. All support staff shall develop plans that are meaningful and pertinent to the current position assignment(s) or anticipated future assignments. The Growth Plan:
 - 2.1. shall reflect goals and objectives based on a self-assessment of learning needs;
 - 2.2. shall show a demonstrable relationship to the job description;
 - 2.3. shall take into consideration the educational plans of the school, the District and Alberta Education;
 - 2.4. shall be developed in consultation with the employee's supervisor;
 - 2.5. may be a component of a long-term, multi-year plan;
 - 2.6. may be developed in collaboration with another staff member or the principal/supervisor;
 - 2.7. may include a planned program of mentoring a staff member; and
 - 2.8. may include a specific training program.
3. Each annual Growth Plan shall specify
 - 3.1. goal/objective statement(s);
 - 3.2. strategies to achieve the goal(s);
 - 3.3. a timeline for completion of elements of the plan;
 - 3.4. indicators of growth; and
 - 3.5. person(s) the employee may work with.
4. All support staff shall provide verbal and/or written reports of progress on the annual Growth Plan to the principal or designate or supervisor.
5. The principal or designate or supervisor shall, in consultation with the employee, determine whether the employee has complied with the Growth Plan procedures. A copy of the current Growth Plan shall be kept by the principal or designate or supervisor until the employee submits a new or revised plan. Employees who wish to have Growth Plans included in their central personnel file may forward them to Human Resources.
6. The principal or designate or supervisor may review the previous year's



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Growth Plan with the employee as part of the process for developing the next Growth Plan.

7. The principal or supervisor shall, by June 15, submit to the Superintendent written verification that each employee has developed and implemented a Growth Plan for the current school year.
8. Unless the employee agrees, the content of a Growth Plan shall not be part of the evaluation process.

Support Staff Supervision

1. The principal/designate or supervisor shall supervise each employee's practice on an ongoing basis in a fair and equitable manner.
2. All employees shall participate in an ongoing supervision process.
3. The supervision process shall:
 - 3.1. provide support and guidance to the employee; and
 - 3.2. include observing and reviewing information about the quality of work;
4. The supervision process may identify behaviors or practices of an employee in a school, department or community that are innovative or otherwise deserving of recognition.

Support Staff Evaluation

1. The evaluation of a member of the support staff may be conducted:
 - 1.1. upon the written request of the employee;
 - 1.2. for the purpose of gathering information related to an employment decision during an employee's probationary period;
 - 1.3. for the purpose of gathering information on an employee's performance in a new designation;
 - 1.4. when the employee does not submit a Growth Plan report by October 31; or
 - 1.5. when, on the basis of information received through supervision, the principal/designate or supervisor has reason to believe that the practice of the employee may not meet quality standards.
2. Evaluations shall include the following procedures:
 - 2.1. Consultation with Human Resources when the move from supervision to evaluation occurs.
 - 2.2. On initiating an evaluation at a meeting with the employee, the



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- principal / designate or supervisor shall communicate explicitly to the employee:
- 2.2.1. the reasons and purposes for initiating the evaluation;
 - 2.2.2. the process, criteria and standards to be used;
 - 2.2.3. the timelines to be applied; and
 - 2.2.4. the possible outcomes of the evaluation.
- 2.3. A written account of the meeting, prepared by the principal/designate or supervisor, shall be provided to the employee.
- 2.4. Following completion of the evaluation, the principal/designate or supervisor shall provide to the employee:
- 2.4.1. a copy of the records and documentation resulting from the evaluation;
 - 2.4.2. the original completed evaluation report;
 - 2.4.3. a written determination of acceptable or unacceptable performance; and
 - 2.4.4. provide the employee the opportunity to append their comments to the evaluation.
- 2.5. A copy of all written evaluations shall be forwarded to Human Resources.
3. If, as a result of an evaluation, a principal/designate or supervisor determines that a change in the behavior or practice of an employee is required, the principal/designate or supervisor shall provide to the employee a notice of remediation.
- 3.1. The principal/designate or supervisor shall assist the employee as the employee develops remediation strategies and timelines.
4. A notice of remediation shall describe:
- 4.1. the behaviors or practices that do not meet the quality standards;
 - 4.2. the changes required;
 - 4.3. the remediation strategies how success with the remediation strategies will be measured, including timelines;
 - 4.4. consequences of not achieving the required changes, including, but not limited to termination of the employee's contract of employment; and
 - 4.5. that the notice comes into effect on the date it is delivered to the employee in writing.
5. A copy of the notice of remediation shall be placed in the employee's personnel record, after a copy has been provided to the employee and and the employee is given the opportunity to append comments to the remediation plan.
6. Should remediation occur and the employee's practice is determined to be acceptable, the support staff member shall return to the growth/supervision model. Documentation shall be included in the employee's file.
7. Should remediation not occur and the employee's practice is determined to be unacceptable, the matter shall be referred to the Associate Superintendent,



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Human Resources, who may specify further remediation or may make an employment decision. Termination of the employee's contract may result.

8. Notwithstanding any other provision in an evaluation, the Associate Superintendent, Human Resources may suspend an employee from the performance of duties under the provisions of the Employment Standards Code and/or Board policy.
9. Where an employee is suspended or terminated, provisions under the appropriate legislation or Board policy shall apply.

Procedure