

LETHBRIDGE SCHOOL DIVISION

402.11.2.17 First Nations Métis Inuit Staff Evaluation Form

# Section One Introduction

Name

Location

Start Date for Current Position

Evaluator

Date

*Reason for evaluation:*

Evaluation process for employees new to the Division or position (indicate period below)

4 Month Evaluation  7 Month Evaluation

5 Year Evaluation for employee on continuing contract

Employee request

Employee has not developed and implemented a Growth Plan

Employee may not be meeting the Support Staff Quality Standards

# Section Two Support Staff Quality Standards Form

**In accordance with the expectations of the FNMI Home/School Liaison position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

**1. KEY RESPONSIBILITIES**

This position is responsible for providing support and services to student(s) in their effort to obtain an education. They will also assist Aboriginal students to develop a pride in, and an appreciation for their culture and heritage.

M N/M N/A

Assesses student(s) experiencing difficulties

Makes home visits as required

Acts as a mediator when student(s) are in conflict

Good organizational skills

Self-motivated

Portrays an approachable and optimistic demeanour

Develops a working relationship with all student(s)

Assesses student(s) experiencing difficulties; recommends necessary interventions for student(s)

Carries out directions and duties as assigned

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

Builds positive interpersonal relationships (with other support staff, teachers, student(s), public; includes dealing with conflict)

Exhibits behaviours of a team player (with the Support team, the school, the community, and the Division)

Demonstrates the ability to communicate effectively and appropriately

Resolves conflict effectively

Uses time effectively (include attendance, punctuality, setting of priorities, keeping to schedules)

Takes initiative (self directed, takes charge of assigned tasks, requires minimum supervision)

Maintains appropriate personal hygiene and appearance

COMMENTS:

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**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

**3. POSITION REQUIREMENTS (CLASSROOM)**

M N/M N/A

Encourage regular school attendance by students

Meet with any student contemplating withdrawal from school

Assist in providing career information for students

Review student academic progress

Conduct orientation for new students

Promote high school graduation (ie: through scholarships, Awards Night Presentation, etc).

Help students learn about their culture and heritage through hands-on activities and experiences

Coordinate FNMI clubs and co-curricular activities within schools

Utilize resource people

Provide one-on-one counseling support to FNMI students as required

Encourage FNMI student involvement in general co-curricular programs

Assist schools with remediation of student absences

Maintain regular contact with schools (ie: weekly contact)

Work closely with FNMI community family support workers (ie: Southwest Child and Family Services)

Refer students to community agencies, such as Opokaa’sin and Sik-ook-otok Friendship Society

Facilitate communication between parents and schools (ie: school attendance, appropriate behavior in schools, etc)

Visit homes of FNMI students in Lethbridge for the purpose of explaining the educational programs being offered to their children and reinforcing the expectations for participation in these programs

Invite parents to visit and become familiar with the schools

Assist parents, with their children, in understanding school procedures

Coordinate in school Aboriginal awareness activities (eg: presentations, resources)

Assist in the promotion of Aboriginal activities, through various community partners

COMMENTS:

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**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

**4. COMMUNICATION**

M N/M

Excellent communication skills both in written and oral format

Maintains confidentiality related to Division students and staff

Proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), co-workers, school staff, administration and Division officials

COMMENTS:

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# **5. TIME MANAGEMENT**

Attendance report attached

M N/M

Attends regularly

Sets priorities in collaboration with teacher(s) and administration

Uses time effectively

Follows assigned schedule

COMMENTS:

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# **6. DECISION**

Recommend proceeding to 7 month probationary evaluation

Completes probationary process

Improvement plan implemented

Employee returns to Growth Plan process

Employee must submit a Growth Plan within one month

# **7. EVALUATOR’S COMMENTS**

COMMENTS:

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# **8. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

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Principal’s Signature Date

After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

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Vice Principal (if applicable) Date

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Employee’s Signature Date

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Reviewed by Human Resources Date

* Original copy goes to Human Resources for employee’s file
* Copy to Employee
* Copy to Principal/Designate or Supervisor