

 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