



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
TITLE: PROFESSIONAL GROWTH  
CODE: 4045 Evaluation of Teachers and Support Staff

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Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual, Teacher Supervisory Growth Process Handbook
Resources (Ministry, SSBA, SCSBA, etc.)	<i>The Provincial Collective Bargaining Agreement, SEIU-West Collective Agreement</i>
Date Processed	October 12, 2016

### Background:

The Board of Education is committed to professional growth for teachers and support staff.

Systematic supervision and formal evaluation strengthens professional growth and the achievement of the Holy Family RCSSD No. 140 Vision, Mission, and Guiding Principles. Supervision of staff will reinforce a high standard of performance in all job categories. It enables supervisory staff to recognize outstanding performance, inform employees of their strengths and needs for improvement, provide assistance and support to improve performance, make decisions regarding continuing employment, and contribute to employee growth and development.

Professional growth will support the expected staff orientation toward continual improvement for the purpose of enhancing student achievement.

### Procedures:

1. Teaching Staff

- 1.1. The Director of Education or designate will develop and implement appropriate procedures for the supervision and evaluation of all staff in the Division.
- 1.2. Supervision of staff shall be consistent with the Vision, Mission, and Guiding Principles in the Holy Family RCSSD No. 140.
- 1.3. The goal for staff supervision will be to strengthen competency in carrying out the requirements of the assigned position.
- 1.4. The Superintendent of School Operations or designate and principals will conduct staff supervision.
- 1.5. During the first and second years of employment, and as designated by Superintendent of School Operations and Principal, teachers will be provided with supervisory assistance from the Superintendent of School Operations or designate and Principal.
  - 1.5.1. Performance appraisals will be based on:
    - 1.5.1.1. Criteria developed by the Holy Family RCSSD No. 140; [Teacher Supervisory Growth Process Handbook](#)
    - 1.5.1.2. Classroom observations;
    - 1.5.1.3. Professional dialogue;
    - 1.5.1.4. Self-assessment;
    - 1.5.1.5. Other mutually agreed upon strategies.
  - 1.5.2. The report will be completed by the Superintendent of School Operations or designate and principal. It will be discussed with the teacher before it is finalized.
  - 1.5.3. A copy of the performance appraisal will be given to the teacher and one copy placed in the teacher's file.
  - 1.5.4. Staff members are to be given the opportunity to append written comments to their performance appraisal.
  - 1.5.5. Supervision of teachers with more than two years of experience shall be continuous and consistent with a developmental supervision model.
    - 1.5.5.1. A teacher may initiate an additional performance appraisal;
    - 1.5.5.2. A teacher's principal may initiate an additional performance appraisal;
    - 1.5.5.3. The Superintendent of School Operations or designate may initiate an additional performance appraisal.

1.6. Professional staff not located in schools will have their performance evaluated by their immediate supervisor.

1.6.1. The same requirements for performance appraisal for teaching staff in the school will apply to Professional staff not located in a school.

## 2. Non-Teaching Staff

2.1. Non-teaching staff will have their performance evaluated by their school principal, in consultation with their immediate supervisor.

2.2. During the period an employee is on probation, the school principal, in consultation with the immediate supervisor, shall provide supervisory assistance to allow development of the employee's competency and familiarity with the requirements of the position.

2.3. Prior to the end of the probationary period, the school principal, in consultation with the immediate supervisor, shall evaluate the employee's performance in the assigned position and recommend to the Superintendent of School Operations or designate the continuation or termination of the employee's services.

2.4. Evaluation of the employee's performance shall consider the employee's competence, skills, and ability to perform the required duties in the assigned position.

2.4.1. The report is to be completed by the evaluator and discussed with the staff member before it is finalized.

2.4.2. A copy of the performance appraisal will be given to the employee and one copy placed in the employee's file.

2.4.3. Staff members are to be given the opportunity to append written comment to their performance appraisal.

2.5. Supervision of non-teaching staff will align with provisions of the collective agreement.

2.6. Supervision of employees who have been retained following the probationary period shall continue on a regular basis.

2.6.1. The supervision shall be developmental in nature, and consistent with the philosophy of providing a high level of productivity and job satisfaction within the school and Division.

## 3. Caretaking and Bus Driving Staff

- 3.1. Caretaking and Bus Driving staff will have their performance evaluated by the Manager of Facilities and Transportation, in consultation with the school principal, if applicable.
- 3.2. During the period an employee is on probation, the Manager of Facilities and Transportation, in consultation with the school principal, if applicable, shall provide supervisory assistance to allow development of the employee's competency and familiarity with the requirements of the position.
- 3.3. Prior to the end of the probationary period, the Manager of Facilities and Transportation, in consultation with the school principal, if applicable, shall evaluate the employee's performance in the assigned position and recommend to the Director of Education or designate the continuation or termination of the employee's service.
- 3.4. Evaluation of the employee's performance shall consider the employee's competence, skills, and ability to perform the required duties in the assigned position.
  - 3.4.1. The report is to be completed by the evaluator and discussed with the employee and school principal before it is finalized.
  - 3.4.2. A copy of the performance appraisal will be given to the employee and one copy placed in the employee's file.
  - 3.4.3. Staff members are to be given the opportunity to append written comment to their performance appraisal.
- 3.5. Supervision of caretaking and bus driving staff will align with provisions of the collective agreement.
- 3.6. Supervision of employees who have been retained following the probationary period shall continue on a regular basis.
  - 3.6.1. The supervision shall be developmental in nature, and consistent with the philosophy of providing a high level of productivity and job satisfaction within the school and Division.