

## Code G: Personnel and Employee Relations

### POLICY TITLE AND CODE

**SERVICE AND SUPPORT STAFF - SUPERVISION, PROFESSIONAL DEVELOPMENT, AND EVALUATION**

**GKB**

### STATEMENT OF POLICY

Greater Saskatoon Catholic Schools requires all service and support staff to be involved in a systematic supervision, professional development, and formal evaluation program.

### RATIONALE

Systematic supervision, professional development, and formal evaluations ensure that the objectives of the school division are being met, maintain a high standard of performance in all job categories, recognize outstanding service, inform the employee being evaluated of her/his strengths and deficiencies in job performance, provide assistance and support to improve performance, make decisions regarding continuing employment with the school division, and contribute to employee growth and development.

### AUTHORITY

➤ *The Education Act*, Section 85 (1) (b)

### GUIDELINES

1. The Principal or immediate supervisor has the primary responsibility for systematic supervision of service and support staff.
2. The employee, Principal or immediate supervisor, and the designated Superintendent of Education share the responsibility for personal and professional development.
3. The Principal or immediate supervisor and the designated Superintendent of Education share the responsibility for formal evaluations.

### PROCEDURES

1. With respect to systematic supervision, the Principal or immediate supervisor shall provide day to day supervision for all service and support staff.

2. With respect to personal and professional development:

- 2.1 The Principal or immediate supervisor and the employee shall collaboratively develop a long term, individualized, self-directed plan; and
- 2.2 Division-sponsored personal and professional development shall be determined collaboratively by the employees, Principals and immediate supervisors, and the designated Superintendent of Education(s).

3. With respect to formal evaluations:

- 3.1 Employees will be evaluated according to established criteria;
- 3.2 Employees will be advised when the evaluation is to begin;
- 3.3 Employees will be evaluated during their probationary period of employment;
- 3.4 Formal evaluations after the probationary period may be initiated at the request of the Principal or immediate supervisor, the designated Superintendent of Education, or the employee;
- 3.5 Observations, monitoring, and pre and post conferences with the employee will constitute an integral part of the evaluation;
- 3.6 The evaluator shall complete a written report of the evaluation;
- 3.7 A copy of the written report shall be provided to the employee; and
- 3.8 A copy of the written report shall be placed in the employee's personnel file.

## **REFERENCES**

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To provide an identifiable Catholic environment
- To offer formation based on the values of Catholic education
- To encourage the development of each person's God-given talents
- To practise stewardship with respect for all God's creation
- To support staff members as witnesses of their faith to students, each other, and the community
- To provide opportunities for each staff member to grow in awareness of the calling to serve

## **FORMS**

Performance Review Instruments

## **DATE APPROVED**

October 23, 1996

## **DATE AMENDED**

April 2004