


Administrative Procedures 416 Supervision and Appraisal

		Adopted: June 28, 2011 Amended: July 4, 2013
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 109, 174, 175, 198, 200, 202, 231• Labour Standards Act• Sun West Teacher Local Bargaining Agreement• CUPE Local 4802 Collective Bargaining Agreement• Sun West School Division Out of Scope Working Conditions	Internal References: <ul style="list-style-type: none">• Form 416-1 Caretaker Performance Appraisal• Form 416-2 Head Caretaker Performance Appraisal• Form 416-3 Educational Assistant Performance Appraisal• Form 416-4 School Librarian Performance Appraisal• Form 416-5 School Secretary Performance Appraisal• Form 416-6 School Bus Driver Performance Appraisal• 417-1a-1d Teacher Professional Growth Plan• 417-4 Support Staff Growth Plan• School-based Administrator Professional Practice Handbook• Teacher Professional Practice Handbook• Support Staff Handbooks

Background

Systematic supervision and formal appraisals ensure that the goals of the Division are being met and contribute to employee growth and development.

The Director or designate is responsible for the day to day supervision and performance appraisal of all staff.

The supervisory process is to be based upon criteria established by the Division. The appraisal is to be achieved and supported through formative and summative processes, and evaluation of staff shall be made periodically, as required.

Procedures

1. School-based Administrator Supervision and Appraisal

- 1.1 The appraisal process will be completed in accordance with the collective agreement and the School-based Administrators' Handbook.
- 1.2 Supervision will be completed in alignment with administrative profiles including New School-based Administrators, Experienced School-based Administrators and Administrators requiring Intensive Assistance.
- 1.3 School-based Administrators will initiate the 'walk-through' supervisory process which will offer the opportunity for the administrator and the teacher to engage in professional dialogue about effective teaching practices.
- 1.4 Summative reports will be completed as required and placed in the personnel file.

2. Teacher Supervision and Appraisal

- 2.1 The appraisal process will be completed in accordance with the collective agreement and Teacher Professional Practice Handbook.
- 2.2 Supervision will be completed in alignment with teacher profiles including Beginning Teachers, Experienced Teachers, Temporary Teachers and Teachers Experiencing Difficulty.

- 2.3 All teachers will participate in the 'walk-through' supervisory process which will offer opportunity for the school-based administrator and the teacher to engage in professional dialogue about effective teaching practices.
 - 2.4 Completed performance appraisals will be placed in the personnel file.
3. School-based Support Staff Supervision and Appraisal
 - 3.1 The appraisal process will be completed in accordance with the collective agreement and Support Staff Handbooks.
 - 3.2 Supervision and appraisal will occur within the first 6 (six) months of employment, or in accordance with the collective agreement.
 - 3.3 As part of the supervisory process, employees will complete a professional growth plan which will be discussed with the Principal (Forms 417-1a-1d Teacher Professional Growth Plan or 417-4 Support Staff Growth Plan).
 - 3.4 Supervision is ongoing. A performance appraisal may be completed as required or as requested by the employee or Supervisor.
 - 3.5 Completed performance appraisals will be placed in the personnel file.
4. Division Office Staff Supervision and Appraisal
 - 4.1 Performance appraisal will occur within the first 6 (six) months of employment, or as outlined in the Out of Scope Working Conditions document or collective agreement.
 - 4.2 Supervision is ongoing. A performance appraisal may be completed as required or as requested by the employee or Supervisor.
 - 4.3 Completed performance appraisals will be placed in the personnel file.