

PROFESSIONAL GROWTH, SUPERVISION AND EVALUATION OF SUPPORT STAFF

Background

Support Staff growth, supervision and evaluation processes in the Division are designed to ensure that each staff member's actions, judgments, and decisions support optimal performance. It provides a framework for support staff, Supervisors and the Superintendent to work together to ensure that the practice is consistent with the expectations established by Alberta Education and the Division's mission, vision, beliefs, values and goals.

A program of career-long learning must be an integral part of a support staff's professional life. All staff has the responsibility of reflecting upon their professional performance and seeking improvement as part of a continuing process of professional development.

Procedures

1. The Supervisor will review this administrative procedure with all support staff at the start of each school year.
2. Growth
 - 2.1 Support staff members (Employee) are to develop a Staff Assurance Development Plan (SADP) using the Division's electronic SADP system, the primary purpose of which is to allow them to reflect on, develop and work to achieve optimum performance.
 - 2.2 An Employee who does not submit a SADP may be subject to disciplinary action.
 - 2.3 The SADP is to be developed on a yearly basis. This plan is to be submitted for approval to the Supervisor and approved by the Supervisor by September 30.
 - 2.4 Supervisors shall conduct an initial conference with the employee to review goals for the upcoming year and to determine where the supervisor can support the employee in their professional growth. Supervisors have the ability to modify the SADP based on this conference and shall summarize the initial conference on the SADP.
 - 2.5 The Staff Assurance Development Plan is to:

- 2.5.1 Reflect goals based on self-assessment or professional learning needs by the individual employee.
- 2.5.2 Be consistent with the mission, vision, values and goals of the Division and reflect a Catholic faith dimension.
- 2.5.3 Take into consideration the education plans of the school or work plans of the department, the Division and Alberta Education.
- 2.5.4 Reflect strategies / actions / activities selected to meet the professional goal(s).
- 2.5.5 Reflect an evaluation of progress in goal achievement.
- 2.6 As part of the supervision process, the Supervisor will maintain awareness of the employee's SADP, the status of progression towards achieving the goal(s) of the plan, and may provide guidance and assistance in implementing the plan.
- 2.7 A cumulative summary of the accomplishments, comments or observations associated with the staff assurance development plan will be completed by the employee by May 31 and forwarded to the Supervisor for review.
- 2.8 The supervisor shall conduct a final conference with the employee by June 30 to review the employee's success in their goals and to reflect on the past year. The Supervisor shall summarize the final conference on the SADP.

3 Supervision

- 3.1 Supervision involves a range of processes designed to ensure quality performance. A fundamental component of this administrative procedure is ongoing supervision of employees by the Supervisor or designate. Supervision includes such activities as:
 - 3.1.1 Providing support and guidance to employees.
 - 3.1.2 Observing the employee and receiving information from any source about the quality of performance.
 - 3.1.3 Identifying the behaviors or practices of an employee that for any reason may require an evaluation.
- 3.2 Supervisors will participate in supervision through:
 - 3.2.1 Ongoing communication with employees about performance.
 - 3.2.2 The review and approval of annual Staff Assurance Development Plan.
 - 3.2.3 The acquisition of information regarding the employee's participation in any aspect of the activities of the school or department.
 - 3.2.4 Ongoing observation, guidance and support of employee performance.

3.2.5 The sharing of relevant information and the addressing of legitimate concerns, regarding employees, generated by stakeholders.

4 Evaluation

4.1 The immediate supervisor of each support staff member is to conduct a formal evaluation of the performance of the employee within six (6) months of appointment.

4.2 The immediate supervisor is to apply the principles of due process to the support staff member which shall include, but not be limited to:

4.2.1 Advance notice of the requirement for evaluations,

4.2.2 An opportunity to provide input into the evaluation,

4.2.3 An opportunity to discuss the results of the evaluation, and

4.2.4 An opportunity to appeal a decision made as a result of the evaluation to the immediate supervisor's supervisor.

4.3 Support staff members may appeal evaluations of their performance to the Superintendent or designate.

5 This administrative procedure does not restrict the Superintendent or Supervisor from taking disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of an employee endangers the safety of students or staff, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Division or, from taking any action or exercising any right of power under Employment Standards.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 196, 197, 204, 222, 225
Employment Standards Code
Labour Relations Act