



Policy 6.04

Category: Personnel and Employee Relations

Support Staff Growth, Supervision, and Evaluation

BACKGROUND

Qualified support staff is an integral component of top-quality education at CAPE. Support staff needs to grow professionally, receive supervision to improve their practice, and receive formal evaluation and feedback on their performance. CAPE school expects this group of employees to perform their duties in an efficient and effective manner, and to manage their actions and decisions in the best educational interests of the students. An objective and fair employee performance appraisal system is required to determine the degree to which these expectations are met.

POLICY STATEMENT

1. Support staff growth, supervision, and evaluation at CAPE shall be designed to ensure that each support staff's actions, judgments, and decisions support optimal student learning.

DEFINITIONS

2. **Supervision** - the on-going process by which a supervisor carries out duties in respect to support staff oversight.
3. **Practice** - the actual application or use of an idea, belief, or method as opposed to theories about such application or use.
4. **Evaluation** - determination of the value, nature, character, or quality of the work carried out by the support staff.
5. **Performance** - the action or process of carrying out or accomplishing the required tasks as assigned by the teacher or supervisor.
6. **Protocol** - a system of rules that explain the correct conduct and procedures to be followed.

GUIDELINES

7. The purposes of support staff growth, supervision, and evaluation program are to:
 - 7.1 Ensure clear understanding of employee duties and responsibilities;
 - 7.2 Establish the criteria to be used to measure employee effectiveness;
 - 7.3 Recognize employees who are doing good work;
 - 7.4 Identify areas where employee effectiveness could be improved;
 - 7.5 Identify employee training and development needs; and
 - 7.6 Provide a basis for making decisions with regard to probationary contracts, promotion, or separation.

CAPE-Centre for Academic and Personal Excellence
Policy Manual

Policy 6.04

Category: Personnel and Employee Relations

8. The Superintendent is responsible for structuring, and supervising support staff growth, supervision, and evaluation processes.
9. The Principal or designate is responsible for the ongoing monitoring of support staff growth, supervision, and evaluation in accordance with established protocols.
10. The teacher supervisor is responsible for the ongoing growth, supervision, and evaluation of the educational assistant with whom the teacher works in accordance with established protocols.
11. The Administrator is responsible for the ongoing growth, supervision, and evaluation of the assistant with whom the administrator works in accordance with established protocols.
12. On initiating an evaluation, the evaluator must communicate explicitly to the support staff:
 - 12.1 the reasons for and purposes of the evaluation;
 - 12.2 the process, criteria and standards to be used;
 - 12.3 the timelines to be applied; and
 - 12.4 the possible outcomes of the evaluation.
13. Upon completion of an evaluation, the evaluator must provide the support staff with a copy of the completed evaluation report.
14. The support staff may request further classroom visits, additional time to address concerns, additional supports, or an additional evaluation if that support staff does not agree with the evaluator's evaluation. The support staff may bring the matter to the attention of the administration if not satisfied with the outcome of additional evaluation. The decision of the administrator is final.
15. Where, as the result of an evaluation, an evaluator determines that a change in the behaviour or practice of a support staff is required, the evaluator must provide to the support staff a notice of remediation.
16. The evaluator may bring the matter to the attention of the administration for possible disciplinary or other action, as appropriate, where the evaluator has reasonable grounds for believing that the actions or practices of the support staff endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the CAPE Charter Board
17. The CAPE Charter Board, or the Superintendent may take any action or exercise any right or power under the *School Act*.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.04

Category: Personnel and Employee Relations

References:

School Act

CAPE charter

Adopted: December 13, 1999

Motion: #

Revised: April 28, 2003

Motion: #

Revised: November 5, 2007

Motion: #2007-11-05-8

Revised: September 30, 2008

Motion: #2008-09-30-23

Reviewed: June 2011

Revised: August 27, 2013

Motion: #2013-8-27-20

Reviewed: September 2018