

AP 6.05

Category: Personnel and Employee Relations

Support Staff Growth, Supervision, and Evaluation

BACKGROUND & RATIONALE

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. To determine the degree to which these expectations are met an objective and fair employee performance appraisal system is required.

PURPOSE

1. The purposes of the support staff growth, supervision, and evaluation program are to:
 - 1.1 Ensure clear understanding of employee duties and responsibilities;
 - 1.2 Establish the criteria to be used to measure employee effectiveness;
 - 1.3 Recognize employees who are doing good work;
 - 1.4 Identify areas where employee effectiveness could be improved;
 - 1.5 Identify employee training and development needs; and
 - 1.6 Provide a basis for making decisions with regard to probationary contracts, promotion, or termination.

DEFINITIONS

2. **Supervision** - the act or function of overseeing something or somebody.
3. **Evaluation** - collecting evidence for the purpose of improving the effectiveness of the learning process.
4. **Efficient** - capable of producing desired results with little or no waste (as of time or materials) an efficient worker efficient machinery.
5. **Effective** - producing or capable of producing a result. effective stresses the actual production of or the power to produce an effect. an effective rebuttal effectual suggests the accomplishment of a desired result especially as viewed after the fact.
6. **Performance** - the action or process of carrying out or accomplishing an action, task, or function.

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

AP 6.05

Category: Personnel and Employee Relations

PROCEDURE

7. The evaluation of an educational assistant or the office support staff by the principal may be conducted:
 - 7.1 upon the written request of the support staff;
 - 7.2 for purposes of gathering information related to a specific employment decision;
 - 7.3 for purposes of assessing the growth of the support staff in specific areas of practice;
 - 7.3 when, on the basis of information received through supervision, the supervisor has reason to believe that the practice of the support staff may not meet the quality standard set by the CAPE Charter Board and the school.
8. Informal discussions between the supervisor and support staff member may take place as time allows or as the need arises throughout the academic year. These ensure that:
 - 8.1 the principal may monitor the work of the support staff member;
 - 8.2 offer support and suggestions;
 - 8.3 act as a resource;
 - 8.4 assist in the resolution of issue.
9. The principal will carry out an evaluation of support staff member at least once during the first year of employment (probationary contract), and again at least once during the second year of employment if the second year is also a probationary year.
10. The principal will carry out an evaluation of support staff member on a continuous contract every third year for the duration of the continuous contract.
11. The principal will advise the support staff member of the date(s) of the formal evaluation at least one (1) month prior to the actual evaluation. and
 - 11.1 share the evaluation document with the support staff member;
 - 11.2 the reasons for and purposes of the evaluation;
 - 11.3 the process, criteria and standards to be used;
 - 11.4 the timelines to be applied; and
 - 11.5 the possible outcomes of the evaluation.
12. The principal will ensure that ample time is available for the evaluation.
13. The principal will observe the support staff member in practice in as many environments and situations as possible (September and October).
14. The principal may focus the evaluation in a specific area if a specific area has previously been identified as of concern.
15. The principal will prepare preliminary observation notes within two (2) weeks of the conclusion of the evaluation (January).

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

AP 6.05

Category: Personnel and Employee Relations

16. The principal will set up a meeting with the support staff member within three (3) weeks of the conclusion of the evaluation, and discuss the content of the notes (before February).
17. The principal will then structure the report within two (2) weeks of the post meeting, and share that report with the support staff member, attach supervisor and support staff member signatures, and give the support staff member a copy of the final report (April and Mod-May)
18. The signed administrative copy of the evaluation is to be filed in the staff member professional file.
19. The support staff may request:
 - 19.1 further visits;
 - 19.2 additional supports;
 - 11.3 additional time to address concerns;
 - 11.4 additional evaluations.
20. In the event that remediation is required, the principal will provide the support staff with a notice of remediation. This notice will include remediation strategies.
21. The principal may inform the Superintendent that disciplinary or other action may be required. Upon investigation, the principal or Superintendent may initiate disciplinary or other action, as appropriate, where the principal or Superintendent has reasonable grounds for believing that the actions or practices of a support staff member 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. These may include:
 21. Letter of Reprimand;
 - 21.2 Leave with pay;
 - 21.3 Leave without pay;
 - 21.4 Re-assignment
 - 21.5 Termination of Employment.
22. The supervising teacher will support and monitor the every day work of the educational assistant. The principal, therefore, will work closely with the supervising teacher in the evaluation of an educational assistant and and the teacher will be involved in the entire evaluation process.
23. The principal will consult and collaborate with other administration staff in the evaluation of office support staff.

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

AP 6.05

Category: Personnel and Employee Relations

References:

Education Act

CAPE charter

Revised: August 2022