



3.09 Evaluations

3. Human Resources - Administrative Procedure Manual

Principal

The Principal is the key individual in determining the effectiveness of a school. All principals new to a particular position will be evaluated in their first year in the position.

Division Office Staff

The evaluation of the Payroll Administrator, Executive Human Resource Assistant, Finance Operations Assistant and Accounts Payable Clerk is the responsibility of the Secretary-Treasurer.

Evaluation of School Support Staff

The principal is responsible for the evaluation of support staff, but will consult with other professional staff in supervisory positions. The divisionally approved form will be used for each evaluation.

Performance Evaluation – Division Personnel

The Pine Creek School Division believes staff supervision and evaluation to be of vital importance in promoting the delivery of a quality education program. In support of this belief the Board is charged with the responsibility of ensuring that an appropriate, up-to-date supervision and evaluation process for all division staff is promoted within the Division.

Purpose of Supervision and Evaluation:

- a) To provide a formal appraisal of the performance of division personnel
- b) To provide feedback that encourages the personal and professional growth of each staff member
- c) To provide opportunities to recognize the special talents and contributions of each staff member
- d) To provide for clarification of performance expectations.

Duties and Responsibilities

The duties and responsibilities of division personnel are as outlined in the appropriate Job Description.

Criteria for Evaluation

The evaluation of each employee of the division will be based on the criteria as outlined on the evaluation form for that employee.

Frequency and Responsibility

Supervision and evaluation should be a continuous process. The establishment of formal guidelines should in no way prevent informal supervision.

The attached schedule will determine the frequency and responsibility for conducting formal evaluations.

Evaluation Process

(a) In order for the supervision/evaluation process to be successful it must be conducted in an atmosphere of mutual trust, confidence, and support.

(b) The evaluation reports will be filed on the appropriate forms and by the dates as per the evaluation schedule.

(c) Prior to commencement of the evaluation process, the evaluator and the staff member being evaluated will have a pre-evaluation conference to discuss the criteria to be used and to agree on a data collection process.

(d) The staff member being evaluated will be encouraged to identify areas of performance in which he/she would like assistance and/or feedback.

(e) Upon the completion of the evaluation process, a conference will be held to discuss the data collected. The evaluator will discuss the formal evaluation report with the staff member being evaluated.

(f) Each evaluation report will be signed by the evaluator and the staff member being evaluated. The staff member will be provided with an opportunity to make written comments on the contents of the written evaluation before signing the form.

(g) One copy of the signed report will be given to the staff member and one copy placed in his/her personnel file in the Division Office.

Staff Evaluation Schedule

Staff	Evaluation Responsibility	Time Frame	Evaluation Format
Tenured Teachers	Principal	once every 3 years every year	Summative Form Professional Growth
Teacher New to The Division	Principal	1 st year – 2 reports 2 nd year – 1 report	Summative Form Summative Form
Support Staff	Principal	once every 3 years	Summative Form
Principals and Vice Principals	Superintendent	once every 3 years every year (after 2 nd year)	Summative Form Professional Growth
Principals and Vice Principals (New to Division)	Superintendent	1 st year – April 30 2 nd year – March 30	Interim Report Summative Form
Clinicians	Student Services Co-coordinator	once every 3 years (includes 1 st year) every year after 2 nd year	Summative Form Professional Growth
Division Office Staff	Secretary-Treasurer	once every 3 years (includes 1 st year)	Summative Form
Superintendent	Board of Trustees	annually	Summative Form
Assistant Supt	Superintendent	annually	Summative Form
Secretary-Treasurer	Board of Trustees	annually	Summative Form
Maintenance and Transportation Coordinators	Secretary-Treasurer	annually	Summative Form

Bus Garage	Main/Trans Coord.	Once every 3 years (includes 1 st year)	Summative Form
Bus Drivers	Trans. Coord.	Once every 3 years (includes 1 st year)	Summative Form

Bus Driver Evaluation

The bus driver's primary function is to provide safe and efficient transportation so that students may enjoy the fullest possible advantage of the Division's curricular and extra-curricular program.

The driver evaluation is to ensure each driver meets the standards of competency to accomplish this purpose. The Transportation Coordinator in consultation with the driver also creates a plan of improvement for the driver and his/her route.

This process will consist of the following steps:

1. Transportation Coordinator will ride the bus on a regular bus run. Areas of concern will be identified by the Transportation Coordinator in consultation with the driver (examples: turnarounds, road conditions, loading and unloading procedures, pre & post trip inspections, students' behaviour and the driver's ability).
2. Driver and route records check. The Transportation Coordinator will review bus driver abstracts, log book, month end reports, and bus information (route map, bus delay sheet, student list). Other related items: route files, repair work orders, lane pick-up requests, any noted student behaviour problems, plus any other relevant documentation.
3. After reviewing all relevant information an evaluation report will be completed by the
 1. Transportation Coordinator. A meeting will be held with the driver to review the report with the
 2. Transportation Coordinator.
 3. An interim evaluation will be completed by the Transportation Coordinator two weeks prior to the end of the probationary period.
 4. A full evaluation will be completed before one year of employment.
 5. Following the first year evaluation, the respective employee shall be evaluated every third year.
 6. Additional evaluations may be initiated by the Transportation Coordinator or as requested by the driver.
 7. Bus driver evaluations will include consultation with the school principal(s).

Evaluation of School Support Staff

The principal is responsible for the evaluation of support staff, but will consult with other professional staff in supervisory positions. The divisionally approved form will be used for each evaluation.

1. New employees will be formally evaluated by the principal two weeks prior to the expiration of their three-month probationary period.
2. The initial three-month probationary period may be extended for an additional three-month probationary period provided that the employee and their union are notified in writing by the principal that the probation is to be extended.

3. If an employee's probationary period is extended to cover a full six months, an additional evaluation shall be completed by the Principal at least two weeks prior to the expiration of the probationary period.
4. The employees and their union are to be notified in writing by the Superintendent if they are to be retained or released two weeks prior to the expiration of their second three-month probationary period.
5. All employees are to be evaluated every third year of employment at a minimum.
6. Additional evaluations may be initiated by a principal or at the request of an employee. A significant change in assignment may require an evaluation.