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Performance Evaluation – Division Personnel

The Board of 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.