Evaluation of Support Personnel Non-Teaching

Administrative Procedure 2.A.020

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17
Legal Reference: USW Collective Agreement – Local 8223, 7911
Date Adopted: March, 1984
Date Amended: June, 1994; February, 2005; June, 2012; Nov, 2017; October 2020
Date Reviewed: April 2019;

It is the objective of the district to develop strong, competent support personnel. Finding the right employees to fill vacancies, determining assignments, equitable work loads and maintaining high morale among this staff are major goals. A program of continuous evaluation is necessary in achieving these goals.

The evaluation of support services staff shall cover the major areas of each employee's responsibilities and shall include the following:

1. performance of job assignments,
2. attitude toward children,
3. attitude toward public education
4. attitude toward supervisors, teaching staff and fellow employees.

Standards for Evaluation

All evaluations shall be on district approved forms.

Evaluation Responsibilities:

Custodial Personnel	
Caretaker	Facilities Manager
Maintenance	
All Employees	Facilities Manager
Secretaries	Principal
Educational Assistants	Principal
Library Clerks	Principal
Central Office Support Team	Secretary – Treasurer
District Accountant	Secretary - Treasurer
Director of Information Tech	Secretary-Treasurer
Administrative Assistants	Senior Administration
Finance Team/District Facilitator	District Accountant

Director of IT IT Team

Utilization of Evaluation

Evaluation –

a) Probationary Employees – within the period specified in the Collective Bargaining Agreements.
b) Regular Employees – Evaluation shall be utilized to inform employees of their performance and as an aide to improving performance in order to accomplish these objectives, evaluation reports shall be discussed with the employee evaluated. Each employee shall be given a copy of his/her evaluation, shall sign the district's copy as evidence that he/she has seen it, and that it has been discussed with him/her. Each employee shall be permitted to write comments and attach same to his/her evaluation prior to its being filed in the employee's file.

Such written evaluations should be signed by the employee after having discussed it with their immediate supervisor. The employee may indicate in writing on the evaluation form that he/she does not agree with the evaluation and may give reasons for the disagreement.

Employees who want to view an Evaluation Template for their position should contact their direct supervisor.