



## **AP 417**

# **SUPPORT STAFF GROWTH, SUPERVISION AND EVALUATION**

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### **Background**

Supervision and evaluation of support staff contributes to performance growth and the continuous improvement of the operations of the Calgary Girls Charter School, in accordance to Board Policy 2.

All support staff are expected to participate in career-long learning based on self-reflection and feedback from performance evaluations. Ongoing supervision ensures that support staff meets the expectations of the Administrative Procedures, organizational processes, and the distinctive requirements of the Charter.

The procedures noted below do not restrict the Superintendent, Principal or designates from taking disciplinary action as appropriate when they have reasonable grounds to believe the actions or practices of a support staff member endanger the safety of students, constitute a neglect of duty, a breach of trust, or a refusal to obey a lawful order of the Board.

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### **Procedure**

#### **A. Support Staff Growth**

1. Each support staff member will prepare an annual Professional Growth Plan (PGP) that aligns with the priorities of the Three Year Education Plan for CGCS.
2. A PGP is expected to reflect goals based on self-assessment of the learning needs of the individual staff member and feedback from performance evaluations.
3. To support long-range goals, a PGP can be a three (3) year plan, provided it is updated annually.
4. Support staff members who wish to use their professional learning allocations to attend a workshop(s) or training that requires an absence from the regular work place shall make the request to their supervisor. Once approval is given, the supervisor will make every effort to honor the request.
5. Support staff shall submit their annual Professional Growth Plans for review and approval to their supervisor by October 15 or a later date if communicated in writing by the supervisor. Prior to the end of the school year, each support staff member will meet with his/her supervisor to review implementation of the PGP and to consider possibilities for the next year.

6. The PGP does not inform any part of the evaluation of a support staff member except to note that the individual has or has not complied with the PGP procedures. The supervisor may identify behaviours or practices that may require evaluation in accordance with these Procedures and/or the distinctive characteristics of the CGCS and its charter, provided that the information identified is based on information or observations other than the support staff member's Professional Growth Plan.

## **B. Supervision:**

7. Supervision involves a range of processes designed to ensure quality practice and professional behavior from support staff.
8. Supervision includes activities such as providing support and guidance to ensure staff are familiar with their responsibilities, the distinctive characteristics of the CGCS charter, and the Administrative Procedures of the organization. Supervision also includes observing and receiving information from any source about the quality of practice and professional behavior, and identifying behaviors or practices that for any reason may require an evaluation.
9. Supervisors are expected to provide ongoing communication with support staff about their performance. Supervisors are expected to review, approve and provide guidance, assistance and reasonable support for the staff member.
10. When the parent, student, or colleagues expresses a concern about a support staff member, the supervisor may arrange for the person with the concern to discuss the matter with the support staff member and if the matter remains unresolved, attempt to deal with the situation through mediation, an investigation, or focused supervision. If an investigation or focused supervision leads the supervisor to believe the support staff member may not be meeting expectations, the Administrative Procedures, and/or requirements of the Charter, the supervisor may initiate an evaluation process and/or disciplinary action to address the concern.

## **C. Evaluation:**

11. The evaluation of a support staff member may be conducted when information is needed to support a specific employment decision, to assess growth in practice in areas identified by a previous evaluation, to meet the expectations of a formal reporting cycle, or whenever the supervisor has reason to believe the performance of the support staff member may not meet the expectations of the Administrative Procedures or Charter; or when requested by the staff member.
12. Support staff members will be notified in advance when an evaluation will take place. The formal reporting cycle requires evaluations within six (6) months of beginning employment and within six (6) months of a significant change in employment duties and responsibilities. Afterwards, the formal review cycle is no less than every three (3) years.

13. A support staff evaluation (AF417) includes an overview of the evaluation context, identification of the significant strengths of the support staff member, and recommendations for improvement.
14. The support staff member and his/her supervisor must sign all evaluation reports. The signature does not mean the support staff member is in agreement, but indicates that he/she received the document, was provided an opportunity to discuss the contents, was advised of the opportunity to append additional comments, and advised of the right to request a review by the Superintendent to ensure compliance with these Procedures. A copy of the evaluation will be provided to the support staff member being evaluated and to the supervisor. The original signed report shall be placed in the support staff employee file held at the Office of the Superintendent.
15. A request for the Superintendent to review an evaluation shall be made within ten (10) calendar days of the support staff member receiving the evaluation report and will outline in writing the support staff member's reasons for the request. Upon receiving a request for the Superintendent to review the support staff member's evaluation, a review will be conducted and a written decision rendered within 21 calendar days.
16. Support staff members on contracts of six months or more will be evaluated during the term of their contract in accordance with this Procedure.

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*References:*

Education Act, s. 225  
Freedom of Information and Protection of Privacy Act  
Personal information Protection Act