

ADMINISTRATIVE PROCEDURES

SUBJECT: Performance Appraisal of Administrative Staff

Responsibility for each administrator's performance appraisal will be determined by the district organizational plan, as outlined below.

Individual Being Appraised

Director of Education
Superintendents
Managers
Principals
Vice-Principals
Senior, Non union Support Staff

Appraiser

Board of Trustees
Director of Education
Superintendent
Superintendent
Principal
Supervisor

Role of Human Resources

1. The Human Resources Department will maintain a personnel file for superintendents, principals, vice-principals, central office managers, and senior, non-union support staff in the human resources information system.
2. The Human Resources Department will provide supervisors with an electronic, up-to-date list of administrative staff assigned to their portfolio, prior to the beginning of each school year. The list will indicate each administrator's name and current assignment, along with the author and the date of the most recent performance appraisal.
3. Upon completion, each performance appraisal report will be forwarded to the Superintendent of Operations and then will be filed in the employee's personnel file.

Role of the Supervisor (Appraiser)

1. Supervisors, using data provided by the Human Relations Department, will prepare a performance appraisal plan prior to the beginning of each school year, indicating who will be evaluated and when the evaluation will take place.
2. Supervisors will complete an annual performance review with all administrative staff for whom they are responsible.
3. Supervisors will complete formal performance appraisals:
 - At least once every four years;
 - At the end of the first year or the beginning of the second year, in the case of a promotion;
 - During the second year, or the beginning of the third year, as a consequence of relocation;

Role of Supervisor (cont'd)

- At the request of the individual being appraised, or the supervisor; and,
- On a regular and timely schedule when an individual has been identified as having a major deficiency, or who may be recommended for the “under review” process.

Conducting the Performance Appraisal

Performance Review/Appraisal is considered to be a continuous process that promotes on-going professional growth. There are two types of appraisals to be completed.

1. Formative Performance Review (annual)
2. Summative Performance Appraisal (every 4 years)

A) Formative Performance Reviews

Shall consist of:

1. Advance preparation of annual goals and accompanying action plans, by the employee;
2. Annual review, in September/October, of personal and professional goals and accompanying action plans, with supervisor. Key responsibilities, coupled with school/department and system initiatives, will be identified and discussed during the review. Goals and action plans should be developed with this in mind; and,
3. A year-end review.

B) Summative Performance Appraisal

Will be a collaborative, comprehensive process between the immediate supervisor and the individual being assessed. This appraisal will occur every 4 years. Evaluation will be based on applicable position profile and growth plans. Appraisals could also include components of a Self-Assessment Performance Appraisal. Refer to the "**Performance Appraisal of Administrative Staff Guidelines**", for specific details on criteria to consider for:

- a) Growth Plans; and,
- b) Self-Assessment Performance Appraisals.

Process

Step 1 - Notification

The appraiser shall provide written notice of his or her intention to conduct the formal appraisal process. At least one week’s notice is considered appropriate. Notice will include specific dates, times and locations. Appraisers are encouraged to develop an annual schedule indicating who will be evaluated and when the evaluation will take place.

Step 2 - Pre Conference

Conference time and place are to be determined at the same time notification occurs. Discussion will focus on personal and professional goals, along with accompanying action plans. Suggested evaluation strategies will be identified and methods for gathering data will be discussed and agreed upon. The appraiser will collect, where applicable, the administrator's involvement with colleagues, students, parents and community. The plan may be revised during the process, by mutual consent.

Step 3 - Data Collection

Data collection may include work in progress and/or finished documents or projects. Some data may be requested or provided as a result of the plan developed by the administrator and the evaluator.

Step 4 - Data Analysis

Data analysis will take place in the post conference. Goals and accompanying action plans from the previous appraisal will be discussed. Future goals and accompanying action plans will also be identified.

Step 5 - Written Report

A written report will be produced using the following guidelines:

- The purpose of appraisal and relative data;
- The method of data collection;
- A summary of attainment of objectives from previous appraisal(s);
- Professional contributions;
- Future personal and professional areas of growth;
- A clear concluding statement indicating the level of job performance; and,
- Dated signatures and space for optional comments.

The written report serves to summarize and provide a stimulus for continued efforts in targeted areas. It is to be completed within a mutually agreed time frame, usually two weeks, upon completing the analysis of data.

As per Board policy, two copies of the final report will be produced. One copy will be forwarded to the central personnel files, through the Superintendent of Operations, and the second copy will be forwarded to the individual being assessed. The copy submitted for the personnel file will be retained as a permanent record.

UNDER REVIEW

In the case of an "unsatisfactory report", resulting from a major deficiency in an employee's job performance or instances of poor judgment outside of the formal performance appraisal process, the individual will be placed Under Review. (Refer to Under Review and Disciplinary Letters Process, Policy No. P-OP-415-00)

Implementation Date: September 12, 2001

Reference: Policy and Regulations