



AP 440 – EMPLOYEE SUPERVISION AND EVALUATION

BACKGROUND

The Director will develop and implement appropriate procedures for the supervision and evaluation of all employees.

PROCEDURES

1. Deputy Directors, Superintendents, Principals, assistant and vice Principals, central office coordinators, and mid-management shall have included in their position descriptions the responsibility for the supervision of employees reporting to them.
2. Supervision of staff shall be consistent with the philosophy, goals and objectives for developmental supervision.
3. Evaluation of staff shall be made from time to time as required, and shall follow naturally as an outcome of supervisory practices.
 - 3.1. Supervision of paraprofessional staff shall be conducted by the immediate supervisor.
 - 3.2. During the period an employee is on probation, the immediate supervisor shall provide the necessary supervisory assistance to allow development of the employee's competency and familiarity with the requirements of the position.
 - 3.3. Prior to the end of the probation period, the immediate supervisor shall evaluate the employee's performance in the assigned position and recommend to the appropriate Deputy Director the continuation or termination of the employee's services.
 - 3.4. Evaluation of the employee's performance shall consider the employee's competence, skills and ability to suitably perform the required duties in the assigned position.
 - 3.5. Since the evaluation of an employee's performance is ongoing, it shall be the responsibility of the immediate supervisor to recommend to the Deputy Director any action which may be required regarding the continuation or termination of the employee's services.
 - 3.6. Supervision of employees who have been retained following the probationary period shall continue on a regular basis, be developmental in nature, and consistent with the philosophy of providing a high level of productivity and job satisfaction within the department.
 - 3.7. In no instance shall the immediate supervisor act in a manner inconsistent with any working agreement approved by the Division.
 - 3.8. Supervision of professional staff in schools shall be conducted by members of the school's administrative team as assigned by the school Principal. Furthermore, supervision of professionals not located in school shall be conducted by the immediate supervisor.
 - 3.9. During the first and second years of employment, professional staff shall be provided such supervisory assistance to allow for the development of the staff member's competency in carrying out the requirements of the assigned position.
 - 3.10. Prior to April 15, professional staff members in schools in their first and second years of service shall have their performance evaluated jointly by the school's administration.



Professional staff not located in schools shall have their performance evaluated by their immediate supervisor.

- 3.11. Supervision of professional staff, with more than two years of service, shall be continuous and consistent with the developmental supervision model.
- 3.12. Supervisory assistance of the Superintendent of Education may be requested by a school administrator when such an intervention is deemed advisable.

Reference: Section 85(a), Education Act
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