

Administrative Procedures

AP-503 PROFESSIONAL GROWTH, SUPERVISION AND EVALUATION	Date of implementation: Fall 2008 Date of update: April 18, 2019
	Related Administrative Procedures:

Purpose: To promote the ongoing development of Prairie Spirit professional and support staff. The Director of Education is responsible to develop and administer processes as deemed necessary to support staff growth.

Systematic professional growth, supervision, and evaluation contribute to employee growth and development and ensure that:

- the objectives of the school division are being met
- a high standard of performance is maintained in all job categories
- outstanding service is recognized
- the employee being evaluated is informed of strengths and areas of growth in job performance and is provided assistance and support to improve performance
- decisions regarding continuing employment with the school division can be made.

Professional growth, supervision and evaluation processes are clearly outlined in supporting documents:

- *Professional Growth, Supervision, and Evaluation for Professional Staff*
- *Professional Growth, Supervision, and Evaluation for Support Staff*

Procedures:

1) Professional Growth of Staff

- a) The Director or designate is responsible to ensure that there are practices and processes that support the ongoing professional growth of staff.
- b) The Director will ensure professional growth opportunities are provided.
- c) Each professional and support staff member (as per *Professional Growth, Supervision, and Evaluation for Support Staff* document) is responsible to develop an annual professional growth plan in accordance with *Professional Growth, Supervision, and Evaluation for Professional Staff*

document or *Professional Growth, Supervision, and Evaluation for Support Staff* document. Plans are to be submitted by September 30.

- d) The professional growth plan is designed to focus on the goals of the staff member in the upcoming year.
- e) The annual growth plan will be reviewed by the staff member and in- school administration or director/designate a minimum of two times a year. Supervision of the staff member's professional growth is ongoing.
- f) Professional growth of staff is supported and supervised with various degrees of formality.

2) Supervision

- a) The Director of Education or designate is responsible for the day to day supervision of all staff in accordance with the *Professional Growth, Supervision, and Evaluation for Professional Staff* document or *Professional Growth, Supervision and Evaluation for Support Staff* document.
- b) Supervision is ongoing and supports the professional growth of staff with various degrees of formality.

3) Evaluation

- a) The Director of Education or designate is responsible for the evaluation of all staff in accordance with the *Professional Growth, Supervision, and Evaluation for Professional Staff* document and *Professional Growth, Supervision, and Evaluation for Support Staff* document.
- b) The Director of Education or designate is committed to ensuring due process.
- c) The evaluation is to be based upon criteria established by Prairie Spirit School Division. The evaluation is to be achieved and supported through formative and summative processes. Criteria used to create an evaluation will be derived from a variety of mutually established sources.
- d) Employees are to be advised when evaluation will begin and end. Notice will be given prior to any formal classroom or work site observations.
- e) At the end of the evaluation process, a copy of the evaluation report is to be provided to the employee. A copy signed by both participants is to be placed in the employee's personnel file. Employees may append written comment to their evaluation report.
- f) Employees are to participate in the evaluation process during their probationary period of employment as follows:
 - Professional staff in each of their first and second years of employment or administrative appointment with Prairie Spirit School Division.
 - Support staff – as per contract.

- Evaluations after the probationary period of employment may occur when requested by the employee or supervisor.

References:

Professional Growth, Supervision, and Evaluation for Professional Staff

Professional Growth, Supervision, and Evaluation for Support Staff