



Rationale

The development and availability of a competent, responsible support staff is essential to the smooth functioning of a school system. The process of appraisal and evaluation provides a record of the required performance while providing incentive to the employee to maintain and improve upon the required level of service.

The Board of Directors expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation.

Policy

The Superintendent of Schools will ensure that a program of appraisal of all support staff is carried out.

Regulation

1. **Each support staff will be formally evaluated by April 30th in their first year of employment with Island Catholic Schools. Thereafter:**
 - 1.1 Each support staff member will be evaluated formally, in writing, at least once every three years.
 - 1.2 Additional evaluations may be made as the circumstances warrant.
 - 1.3 For the purpose of reporting, the following groups of support staff will be evaluated within the designated schedule.
2. **With respect to school-based support staff:**
 - 2.1 School-based support staff includes:
 - secretaries and caretakers
 - aides/clerks and maintenance staff
 - co-ordinators and bus drivers
 - before and after school care/pre-school staff
3. **With respect to CISDV support staff:**
 - 3.1 CISDV support staff includes secretarial and clerical employees.
4. **With respect to the appraisal process:**
 - 4.1 The appraisal will be made by the person(s) to whom the employee is responsible.
 - 4.2 The appraisal will cover the areas to be evaluated as designated:
 - on the CISDV "Evaluation Form"



- using the "Evaluation Criteria for Support Staff"
 - where an alternate form is used the Principal will request authorization from the Superintendent (e.g. library clerk, care workers)
- 4.3 A copy of the evaluation report will be signed by and given to, the employee being evaluated.
- 4.4 A copy of the evaluation report will be retained with the employee's personnel file.
- 4.5 A copy will be forwarded to the Island Catholic Schools Central Office.

Reference:	Approved
	Date Approved: June 1994
Cross-reference:	Date(s) Revised: