



POLICY P.066.HR**TITLE: PERFORMANCE APPRAISAL AND SUPERVISION FOR PROFESSIONAL GROWTH OF ADMINISTRATIVE AND SUPPORT STAFF****Date Issued: 15 June 2004****Last Revised:****Authorization: Board: 14 June 2004**

1.0 OBJECTIVE

To provide administrative and support staff employees with a process for performance appraisal and supervision for professional growth, based on specific requirements and within the context of the Board's Policy P.048.GOV: Board Guiding Principles.

2.0 POLICY

- 2.1 The Board values the input of Board staff in the professional growth of administrative and support staff employees.
- 2.2 The Board supports supervision for professional growth for administrative and support staff in accordance with the following objectives:
- a) to ensure that Ottawa-Carleton District School Board students receive an education of the highest quality;
 - b) to create a shared understanding of the Board's standards of high quality teaching based on clearly identified areas of performance;
 - c) to provide staff with an opportunity to reflect on high quality performance and to provide opportunities for meaningful feedback while generating professional dialogue;
 - d) to promote continuous professional growth;
 - e) to provide a cumulative record of performance; and
 - f) to provide a process for assistance and decision-making for those whose performance is not satisfactory.

- 2.3 The supervision for professional growth process shall focus primarily on growth and development, to assist staff to become increasingly effective in their various roles. Both summative and formative elements may be incorporated into the appraisal process; however, the emphasis will be on developmental activities.
- 2.4 Performance and effectiveness shall be assessed within the scope of the staff member's area or areas of responsibility and individual performance objectives, within the context of the Board's Guiding Principles and school/department goals and objectives.
- 2.5 The supervision for professional growth process will be carried out on a regular basis, according to established cycles.
- 2.6 The Director of Education is authorized to issue such procedures as may be required to implement this policy.

3.0 REFERENCE DOCUMENTS

Board Policy P.048.GOV: Board Guiding Principles

Board Procedure PR.640.HR: Performance Appraisal and Supervision for Administrative and Support Staff

OCDSB Supervision for Professional Growth for Administrative and Support Staff Handbook