

Code G: Personnel and Employee Relations

POLICY TITLE AND CODE

PROFESSIONAL STAFF - SUPERVISION, PROFESSIONAL DEVELOPMENT AND
EVALUATION: BOARD OFFICE STAFF

GED

STATEMENT OF POLICY

Executive Council or its designate(s) shall administer the supervision, professional development, and evaluation of Board Office staff.

RATIONALE

Ongoing supervision, professional development, and formal evaluation support the continuous growth and development of leadership and administration knowledge, skills and attitudes of the Board Office staff.

AUTHORITY

➤ *The Education Act, Section 109 (2) (c)*

GUIDELINES

1. Professional development is a shared responsibility between the individual and her/his supervisor.
2. Executive Council or its designate(s) shall maintain a description of the roles and responsibilities for each Board Office staff.

PROCEDURES

1. Executive Council or its designate(s) will develop and maintain an annual supervision, professional development, and formal evaluation plan for Board Office staff.
2. With respect to a formal evaluation of a Board Office staff's performance:
 - 2.1 Board Office staff will be evaluated during her/his first and second year of employment in the position;

- 2.2 Board Office staff will be evaluated according to established criteria based on her/his respective roles and responsibilities;
- 2.3 A written report of the formal evaluation shall be prepared by the supervisor and discussed with the employee;
- 2.4 A copy of the written report shall be given to the employee and placed in her/his personnel file; and
- 2.5 A formal evaluation may occur at any time upon the request of the employee or her/his supervisor.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To assist parents in their Christian responsibility as primary educators of their children
- To provide an identifiable Catholic environment
- To offer formation based on the values of Catholic education
- To encourage the development of each person's God-given talents
- To support staff members as witnesses of their faith to students, each other, and the community
- To provide opportunities for each staff member to grow in awareness of the calling to serve

FORMS

Board Office Staff Formal Evaluation Instruments

DATE APPROVED

January 24, 1990

DATE AMENDED

June 8, 1994

April 2004