



## Rationale

### 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 30<sup>th</sup> in their first year of employment with Island Catholic Schools. Hereafter:
  - 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"

# STAFF PERSONNEL



Island Catholic Schools

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## SUPPORT STAFF APPRAISAL PROGRAM

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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: