

Administrative Procedure 433.1

433.1 – Teaching Assistant Supervision and Evaluation

Background

The Division believes that the on-going evaluation of teaching assistants (non-certificated) is an important aspect of the employee's professional growth. The following guidelines and procedures are established to assist with such evaluation in Wild Rose Public Schools.

Purposes of Evaluation

The following are some of, but not necessarily all of the purposes of support staff evaluation.

1. To give the employee feedback on his/her job performance that will enable him/her to maintain a high standard.
2. To foster a close working relationship between employee and supervisor.
3. To continually strive for improvement within the school/system.
4. To provide some assurance that the employee is appropriately placed, consistent with his/her training and/or experience.
5. To identify and develop strengths and areas for growth.
6. To assist in determining an employee's future employment status.

Procedures

1. In consultation the supervisor(s) (i.e. Teacher, Student Support Facilitator and School Administrator) are responsible for the evaluation of support staff as designated by the school administrator.
2. The supervisor(s) shall ensure that appropriate key responsibility areas and standards of performance have been conveyed to each employee at the commencement of employment or the implementation of this policy.
3. The employee shall be observed during involvement in key responsibility areas.
4. The employee will be given a draft copy of the completed Support Staff Evaluation Form to review prior to actually discussing the form with the supervisor(s).
5. The supervisor(s) (i.e. Teacher(s), Student Support Facilitator and School Administrator) shall arrange for a meeting with the employee to discuss and sign off on the draft form.

6. The employee, and the supervisor(s) (including a designated school administrator) shall sign the form and forward it to the Division Office, where it will be placed in the employee's personnel file. The employee and supervisor(s) each retain a copy.
7. An employee who disagrees with any part of the final evaluation may appeal in writing to the appropriate administrator at the division level. This written appeal must be received by the divisional administrator within 10 working days of receiving the final evaluation report and shall outline specific concerns.
8. Within 10 working days of receiving the appeal, the divisional administrator will establish a procedure for reviewing the appeal. This will include:
 - 8.1 Reviewing the employee file;
 - 8.2 Convening a meeting with the appropriate employee and school administrator (the employee may request CAAMSE representation);
 - 8.3 Conducting and/or arranging for an additional evaluation;
 - 8.4 Providing a final report stating the appeal outcome; and
 - 8.5 Clarifying further appeal opportunities for the employee.
9. Dismissal of probationary employees – refer to CAAMSE collective agreement Article nine.
10. Discipline/dismissal of all other CAAMSE employees - refer to CAAMSE collective agreement Article 12.
11. Teaching Assistants must be evaluated at least once:
 - 11.1 During the probationary period (120 calendar days);
 - 11.2 During the first year of permanent status;
 - 11.3 During the first year after a substantial change to the duties and responsibilities of the position; and
 - 11.4 At least once every three years thereafter.
12. All evaluation reports may be destroyed two years after the employee leaves the employ of the School Division.
13. An employee may request an evaluation of himself/herself at any time.
14. The Superintendent reserves the right to request an evaluation of any employee at any time.

Reference: Section 60, 61, School Act
Teaching Assistants' Supervision and Evaluation
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