



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GDN – EVALUATION GUIDELINES – SUPPORT STAFF

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The Board believes that the evaluation of all employees is important:

- to recognize exemplary performance;
- to improve job performance and job satisfaction through an objective analysis of performance and position responsibilities;
- to evaluate future potential through an evaluation of individual interests and abilities; and
- to provide opportunities for personal and professional growth geared to the needs of the department/school and to the individual.

Employees performance evaluation will be completed a minimum of once prior to the completion of the probationary period of six months from date of employment in a job and a minimum of every three years thereafter.

Responsibility for completion and the format of evaluation will be as per regulation.

Performance evaluations shall be completed in a standardized format that reflects responsibilities and duties as per the job description and based on common responsibilities and interpersonal skills which relate to all support staff jobs as represented in Appendix A.

Performance evaluation reports will be signed by the appropriate supervisor(s) and the employee and filed in the employee's personnel file.

Responsibility for completion of performance evaluation is as follows. The Supervisor identified is responsible to seek input from the employee in his/her evaluation and to arrange a meeting with the employee to discuss the completed report.

- a) Maintenance Workers - will be evaluated by the Maintenance Supervisor.
- b) Head Custodian - will be evaluated jointly by the Maintenance Supervisor and the Principal. In the preparation of the report they will discuss the employee's work performance and prepare a consensus report.
- c) Cleaners - will be evaluated by the Principal. The Principal may request the input of the Head Custodian and the Maintenance Supervisor for the performance assessment. If deemed appropriate by the Principal and/or the Maintenance Supervisor, the Maintenance Supervisor may participate in the performance evaluation meeting with the employee.
- d) Mechanics – will be evaluated by the Supervisor of Transportation.
- e) Bus Drivers - will be evaluated by the Supervisor of Transportation.



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- f) Educational Assistants – will be evaluated by the Principal. The Principal may request the input of the Student Services Coordinator and the Resource Teacher for the performance assessment of the Educational Assistant.
- g) Other School Based Support Staff - School Secretaries, Library Technicians, and other school-based support staff will be evaluated by the Principal.
- h) Administrative Support Staff - Administration Office - The Secretary-Treasurer will evaluate Administrative Support Staff assigned to the Administration Office. The Secretary-Treasurer will request as applicable, the input of the Accounts-Payroll Supervisor, Superintendent, Maintenance and Transportation Supervisors, Coordinator of Instruction, Curriculum, and Technology and Coordinator of Student and Clinical Services for performance assessment of Administrative Support Staff assigned responsibility to provide support in applicable departments.
- i) Information Technology Technicians– will be evaluated by the Supervisor of Information Technology.
- j) Information Technology Supervisor – will be evaluated by the Secretary-Treasurer.

**Date Adopted:** May 07, 1992

**Date Revised:** May 16, 2007

**Date Reaffirmed:** October 19, 2011

**Date Reaffirmed:** May 25, 2016

**Date Revised:** November 18, 2020