

Administrative Procedure 8110

Performance Management

Board Governance Policy Cross Reference: [1, 4, 12, 14](#)

Administrative Procedures Cross Reference:

[Staff Conduct and Discipline](#)

[Supervision and Evaluation - Teachers/Clinician](#)

Form Cross Reference:

[Bus Driver Evaluation](#)

[Clinician Formal Evaluation Form](#)

[Employee Performance Appraisal](#)

[Interim Report on Professional Staff New to Division](#)

[Performance Appraisal of an Administrator](#)

[Teacher Formal Evaluation](#)

[Professional Growth Plan Administrator's Written Summary Report](#)

[Professional Growth Plan for Administrators](#)

[Professional Growth Plan for Teachers/Clinicians](#)

[Report on Probationary Employee](#)

[Teacher/Clinician-Written Summary Report](#)

Legal/Regulatory Reference:

[CUPE 2972 Collective Agreement](#)

[IANTE Collective Agreement](#)

[ISDBDA Collective Agreement](#)

[Provincial Teachers' Collective Agreement](#)

[The Labour Relations Act](#)

The Interlake School Division (ISD) believes that regular performance evaluation of all employees enhances the quality of education and the professional growth of our employees. Staff performance will be monitored through a system of supervision, evaluation and growth.

Performance management is a partnership between an employee and his/her supervisor to optimize performance, build effective feedback and communication, enhance employee growth and development, and develop goals. Supervisors should evaluate performance within the context of performance management.

A. Performance Appraisals

1. **Evaluations** - Formal evaluations are performed on all staff on a scheduled basis. They are performed by the employee's immediate supervisor using preset criteria that directly relates to the positions' job requirements. Individual supervisors are authorized to perform more frequent appraisals where the need arises. Following is a brief summary of minimum requirements by employee category.

Employee Category	Appraisal Frequency	Due Date	Performed By	Forms Used
Teachers A Teacher can request an additional evaluation outside of the regular schedule.	Interim – 40 teaching days after employment commences Formal – 1 st and 4 th years Prof Growth – Year 5 and every 3 rd year thereafter Portfolios Maintained yearly after Year 1	Oct. 31 (or 40 days) Apr. 30 October 15/June 15	Principal or Vice-principal	<ul style="list-style-type: none"> ▪ Interim Report on Professional Staff New to Division ▪ Performance Appraisal of a Teacher ▪ Professional Growth Plan for Teachers/Clinicians ▪ Teacher/Clinician-Written Summary Report
School Administrators	Formal - 1 st and 2 nd years, minimum every 5th year thereafter Prof Growth – Year 3 and every 5 th year thereafter Portfolios – Maintained yearly after Year 1	Sept.15 th following school year October 15/June 15	Principal – Superintendent/CEO or Assistant Superintendent Vice-principal – Principal	<ul style="list-style-type: none"> ▪ Performance Appraisal of an Administrator ▪ Professional Growth Plan for Administrators ▪ Professional Growth Plan Administrator's Written Summary Report

Employee Category	Appraisal Frequency	Due Date	Performed By	Forms Used
Clinicians A Clinician can request an additional evaluation outside of the regular schedule.	Interim – 40 teaching days after employment commences Formal – 1 st year and every 4 th year thereafter Prof Growth – Year 2 and every 4 th year thereafter Portfolios – Maintained yearly and shared with the Student Services Admin. every other year beginning in year three.	Oct. 31 (or 40 days) Apr.30 October 15/June 15	Student Services Administrator	<ul style="list-style-type: none"> ▪ Interim report on Professional Staff New to Division ▪ Clinician Formal Evaluation Form ▪ Professional Growth Plan for Teachers/Clinicians ▪ Teacher/Clinician-Written Summary Report
Non-teaching employees	During final 1/3 of probationary period, after 1 year of service, every 2 nd year after that except mechanics, bus drivers, custodians, and cleaners, which are due every 3 years.	June 15 th	Immediate Supervisor	<ul style="list-style-type: none"> ▪ Report on Probationary Employee ▪ Employee Performance Appraisal ▪ Bus Driver Evaluation
Noon-Hour Supervisors	Not evaluated			

2. General Process

- a) All participants in the evaluation process will be informed of the criteria, procedure, purpose, appeal procedures, and timelines of the evaluation.
- b) The employee's immediate supervisor performs the written evaluation.
- c) A formal evaluation meeting of the employee and the immediate supervisor is held to discuss the evaluation outcome and present the report.
- d) Both parties sign the report.
- e) The original is filed in the employee's personnel file and a copy is given to the employee for their personal records.

3. Appeals

- a) If an employee wishes to appeal an evaluation report, the employee will first discuss the report with the evaluator.
- b) Failing a satisfactory resolution:

- i. An employee may appeal the report in writing to the evaluator within 7 working days of signing and receiving a copy of the report.
- ii. The evaluator must respond to this appeal in writing within 14 working days of the date the employee signed and received the report. The response may be an amended report or written notification that the report will not be amended.
- iii. If the employee is unsatisfied with the response, the employee may appeal the report in writing to the Superintendent/CEO within 21 working days of signing and receiving a copy of the report. The Superintendent/CEO or designate will discuss the report with the employee within 7 working days of receiving the appeal.
- iv. An employee may withdraw an appeal at any time.

B. Development and Growth Plan

Teachers, clinicians and school administrators are required to develop, maintain, and follow a professional development and growth plan. The development requirements are set by the employee and immediate supervisor. The employee is responsible for identifying goals, opportunities to achieve these goals, timelines and methods of measurement. The plan must be approved by the immediate supervisor. It is the employee's responsibility to work towards achieving the goals and gathering data to measure progress.

1. **Teachers** - A Professional Growth Plan is required starting in the fifth year of employment and every third year thereafter. Professional Growth Plans are due October 15th and the Summary Report is due June 15th. Portfolios will be maintained after year one.
2. **Administrators** - A Development and Growth Plan is required starting in the third year of employment and every fifth year thereafter. Professional Growth Plans are due October 15th and the Summary Report is due June 15th. Portfolios will be maintained every year.
3. **Clinicians** - A Development and Growth Plan is required starting in the second year of employment and every fourth year thereafter. Professional Growth Plans are due October 15th and the Summary Report is due June 15th. Portfolios will be maintained after year one and shared with the Student Services Administrator on a bi-annual basis beginning in year three.

C. Professional Development Courses

The Division will cover the cost of pre-approved and mandatory professional development courses, workshops and seminars. Courses must relate directly to the current job the employee is in. The employee's immediate supervisor must authorize the course and the employee must successfully complete the course.

D. Staff Conduct and Discipline

In the event an employee purposely contravenes Division Procedures or administrative direction, the steps outlined in [Staff Conduct and Discipline](#) shall apply.