



The Limestone District School Board is committed to ensuring that all students reach their full potential through excellence in teaching, delivery of quality support services to schools and ongoing professional learning and development for staff. The Board is committed to providing an environment in which all employees fulfill their roles to the highest possible standard. Therefore, as part of the broader performance management cycle, regular performance appraisals are required in support of this commitment.

The performance management cycle, including regularly scheduled performance appraisals, is designed to:

- Align individual objectives and initiatives with the Board's strategic direction
- Encourage meaningful communication between employees and supervisors
- Identify areas that require further professional development and personal growth
- Provide appropriate and timely feedback to employees regarding their performance
- Improve organizational effectiveness

It is the responsibility of every employee and supervisor to ensure the employee has the requisite skills, training and professional learning required to fulfill their role and support the broader organization.

The following procedure has therefore been developed to provide a framework for all employee groups with respect to performance appraisals.

1. Conducting Performance Appraisals

- 1.1. The Board of Trustees shall evaluate the performance of the Director of Education in accordance with criteria established and approved by the Board. The Board shall evaluate the Director's performance based on Board Policy No. 3, Director of Education Job Description. The Board and the Director will establish a performance review process at the end of the Director's first year and biannually thereafter.



- 1.2. The Director of Education shall be responsible for the performance appraisal of the district's supervisory officers. Such an appraisal will be based on the job descriptions of the supervisory officers, assigned duties and any other expectations mutually agreed upon. Performance appraisals may be conducted annually but will occur at least once every three years.
- 1.3. Supervisory Officers shall supervise and evaluate the performance of all principals, managers, and other professional support staff for whom they are responsible. Performance appraisals may be conducted annually but will occur at least once every three years.
- 1.4. Principals, and/or Supervisor Officers, where appropriate, shall supervise and evaluate the performance of all Vice-Principals. Managers and supervisors shall supervise and evaluate the performance of all professional support staff for whom they are responsible. Performance appraisals may be conducted annually but will occur at least once every three years.
- 1.5. School Administration shall be responsible for the supervision and evaluation of all employees who are assigned to a school, including teachers, early childhood educators, educational assistants, secretaries, and any other support staff, as applicable.

2. Performance Appraisal Format

- 2.1. Experienced contract teachers shall be evaluated according to the Experienced Teacher Performance Appraisal system as described in Part X.2 of the Education Act, and accompanying regulations, as amended.
- 2.2. New teachers shall be evaluated according to the New Teacher Induction Program as described in Section 268 and 270 of the Education Act, and accompanying regulations, as amended.
- 2.3. Occasional Teachers may be evaluated using the Limestone District School Board's Occasional Teacher Performance Appraisal.



3. Support Staff Performance Appraisal

3.1. Managers, Supervisors and Professional Support Staff will be evaluated in three areas:

- Performance of responsibilities as outlined in the approved job description
- Performance of key competencies
- Establishment & achievement of performance objectives and standards
- Ongoing training and development

3.2. The performance appraisal process will generally include:

- Review of previously agreed objectives and standards
- Development of new objectives and standards
- A professional learning and growth plan

3.3. Upon completion of the appraisal process, the employee will be provided a signed copy of the appraisal, and a copy will be forwarded by the Supervisor to Human Resources to be placed in the employee's personnel file.

3.4. All Managers and supervisors will be provided appropriate training with respect to assessing employees and conducting appraisal meetings.

3.5. The Support Staff Performance Appraisal will be reviewed as necessary, but not less than once every five years.

Legal References:
Education Act