

SUPPORT STAFF EVALUATION

The Board of Seven Oaks School Division believes all employees are models within our “community of learners, every one of whom shares the responsibility to assist children in acquiring an education which will enable them to lead fulfilling lives within the world as moral people and contributing members of society”.

The purpose of the evaluation process is to:

- Provide a growth experience for the support staff.
- Provide an opportunity for ongoing dialogue and feedback.
- Recognize the employee’s importance in the education process.

Educational Assistants will be evaluated within the probationary period (420 hours) of assuming a permanent position and prior to the end of every term position over 31 days. In the event a term position becomes permanent, an evaluation will be completed within the probationary period (420 hours). Thereafter, evaluations will be completed at least every two years for all employees.

CUPE 2938 members will be evaluated within three months of employment with the division. Thereafter, evaluations will be completed at least every two years for all employees.

CUPE 2348 members will be evaluated within three months of employment with the division. Thereafter, evaluations will be completed at least every two years for all employees.

CUPE 949 members will be evaluated within three months upon assuming a new position. Thereafter, evaluations will be completed at least every two years for all employees.

CUPE 731 members will be evaluated within 3 months of employment with the division. Thereafter, evaluations will be completed every two years for all employees. Evaluations will be completed by management staff of the Service Centre.

Evaluations will be based on the position description contained in the policy manual. They will be completed and signed by the school administration on the approved forms and submitted to the School Board Office. Where the employee does not work in a school, the forms will be completed and signed by the direct supervisor.