



# BOARD MANAGEMENT AND STAFF APPRAISAL POLICY

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<b>CODE:</b>	A.004
<b>CATEGORY:</b>	BOARD SERVICES
<b>RESPONSIBILITY:</b>	BOARD OF TRUSTEES AND BOARD ADMINISTRATION
<b>APPROVAL:</b>	BOARD OF TRUSTEES
<b>APPROVAL DATE:</b>	
<b>ISSUE DATE:</b>	
<b>NEXT REVIEW:</b>	

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## POLICY OVERVIEW

The mission of Mamu Tshishkutamashutau is to provide a quality education that meets the individual and collective needs and vision of our students, in a manner that respects and honours our Innu culture, language, values and traditions, and prepares them to be proud contributing members of our communities and the broader society. This mission requires all employees of the organization to work at a high level in order to ensure the proper supports are in place to achieve the Board's mission.

This Appraisal will be used in the evaluation of the following positions:

- Assistant Director of Education – Finance and Administration
- Assistant Director of Education – Human Resources
- Assistant Director of Education – Programs
- Finance Officer
- Executive Assistant
- IT Administrator and Technician

## 1.0 POLICY FRAMEWORK

1.1 The Board will ensure that this policy complies with any regulatory policies or legislation.

## 2.0 PRINCIPLES

2.1 The Board Management and Staff Appraisal aims to:

- 2.1.1 Increase the employee's effectiveness by helping them understand their role better.
- 2.1.2 Help the employees understand their strengths and weaknesses in their current role.
- 2.1.3 Help managers in identifying training needs of their sub-ordinates.

- 2.1.4 Improve the relationship between board members, managers and staff by making them realize that they are dependent on each other for better performance.
- 2.1.5 Help the Board members, managers and staff in improving the communication by discussing issues and finding potential solutions.
- 2.1.6 Provide employees an opportunity for self-evaluation and self development which are important to achieve their goals.
- 2.1.7 Create a positive work atmosphere.

### **3.0 KEY PERFORMANCE INDICATORS**

#### **3.1 Assistant Director of Education – Finance and Administration**

- 3.1.1 Exhibits in-depth knowledge of job responsibilities, especially the organization’s budget and current financial achievements and concerns
- 3.1.2 Is aware of the future financial outlook as it relates to growth or decline in educational services needed.
- 3.1.3 Understands the importance of timely and accurate financial reporting to other managers, superiors and the board.

#### **3.2 Assistant Director of Education – Human Resources**

- 3.2.1 Exhibits in-depth knowledge of job responsibilities, especially the organization’s personnel policy, health plans, pension plans and human resource procedures.
- 3.2.2 Is aware of current and changing human resource needs as it relates to education service delivery.
- 3.2.3 Understands the importance of the timely and quality recruitment of professionals into vacant positions.

#### **3.3 Assistant Director of Education – Programs**

- 3.3.1 Exhibits in-depth knowledge of school programming in general.
- 3.3.2 Is aware of needed professional development for staff as it relates to school programs.
- 3.3.3 Based on statistical evidence, understands areas in school programming that are achieving and areas that need improvement.

#### **3.4 Finance Officer, Executive Assistant, IT Administrator and Technician**

- 3.4.1 Exhibits in-depth knowledge of job responsibilities, practices and procedures.

- 3.4.2 Is aware of their ability to complete job functions and can identify areas where improvement may be needed.
- 3.4.3 Understands the importance of performing job functions in a timely and efficient manner.

## **BOARD MANAGEMENT AND STAFF APPRAISAL PROCEDURES**

### **1.0 RESPONSIBILITIES**

1.1 The Assistant Director of Education – Finance and Administration will be responsible for the Finance Officer, Executive Assistant and IT Administrator/Technician appraisals.

1.1.1 Generally, this will include a three-year cycle of evaluation for each staff person.

1.2 The Board Personnel Committee and the Directors of Education will be responsible for the appraisal of Assistant Directors of Education.

1.2.1 Generally, this will include a three-year cycle of evaluation for each Assistant Director of Education.

### **2.0 APPRAISAL PROCESS FOR ASSISTANT DIRECTORS OF EDUCATION**

#### **2.1 Self-Assessment / Professional Growth Plan Process**

2.1.1 The Self-Assessment / Professional Growth Plan Process will take place each school year.

2.1.2 The Assistant Director of Education will review the Key Performance Indicators.

2.1.3 In selecting goals, the Assistant Director of Education will:

- Review the Key Performance Indicators, past Professional Growth Plans and Evaluation reports
- Reflect on strengths and areas for growth
- Reflect on career goals
- Consider the Board's Strategic Plan
- Confer with Directors of Education

2.1.4 A timeline will be established for the Self Assessment / Professional Growth Plan.

2.1.4.1 This will include an initial meeting with the Director of Education and Assistant Director of Education by October 15 and at least one other meeting mid-year to discuss progress towards the goals.

2.1.4.2 The Self Assessment / Professional Growth Plan Form will be submitted to the Director of Education no later than October 31.

2.1.4.3 The Director of Education and the Assistant Director of Education will finalize the Professional Growth Plan Evaluation as the Assistant Director of Education's appraisal for the year by the end of June.

- 2.1.5 At the end of the process, the appraisal report will be signed and filed in the Assistant Director of Education's personal file at the Board office, becoming part of the permanent employee file.

## **2.2 Evaluation Process**

- 2.2.1 The Evaluation Process will take place every three years.
- 2.2.2 The Assistant Director of Education will review the Key Performance Indicators.
- 2.2.3 The Directors of Education or designate and Board Personnel Committee will complete the Evaluation Process.
- 2.2.4 At the start of each school year, the Assistant Director of Education will complete the Self-Assessment / Professional Growth Plan, which will contribute to the overall conversation with The Director of Education and Board Personnel Committee and the development of the plan.
- 2.2.5 In conjunction with the Directors of Education and the Board Personnel Committee, the Principal will develop an initial professional growth plan. They will meet to agree on the goals as the focus for the plan and collaborate on the strategies, evidence and timelines that will best support success with each goal.
- 2.2.5 In preparation for an Evaluation, a timeline will be established.
  - 2.2.5.1 This will include an initial meeting with the Assistant Director of Education, Director of Education and Board Personnel Committee by October 15 to discuss and agree on the Self Assessment / Professional Growth Plan.
  - 2.2.5.2 The Self Assessment / Professional Growth Plan Form will be submitted to the Director of Education no later than October 31.
  - 2.2.5.3 The Director of Education will have several meetings with the Assistant Director of Education throughout the year to provide feedback on performance.
  - 2.2.5.5 The Assistant Director of Education, Director of Education and Personnel Committee will have a final meeting in June to complete the Evaluation process as the Assistant Director of Education's appraisal for the year.
- 2.2.5 At the end of the process, the appraisal report will be signed and filed in the Assistant Director of Education's personal file at the Board office, becoming part of the permanent employee file. The appraisal report will include the completed Evaluator's Form and the Self Assessment / Professional Growth Plan.

## **3.0 APPRAISAL PROCESS FOR STAFF**

### **3.1 Self-Assessment / Professional Growth Plan Process**

- 3.1.1 The Self-Assessment / Professional Growth Plan Process will take place each school year.
- 3.1.2 The Staff member will review the Key Performance Indicators.
- 3.1.3 In selecting goals, the Staff member will:
- Review the Key Performance Indicators, past Professional Growth Plans and Evaluation reports
  - Reflect on strengths and areas for growth
  - Reflect on career goals
  - Consider the school improvement plan and particular school needs to support improved student achievement
  - Confer with the Assistant Director of Education – Finance and Administration
- 3.1.5 A timeline will be established for the Self-Assessment / Professional Growth Plan.
- 3.1.5.1 This will include an initial meeting with the Staff Member and Assistant Director of Education – Finance and Administration by October 15 and at least one other meeting mid-year to discuss progress towards the goals.
- 3.1.5.2 The Self Assessment / Professional Growth Plan Form will be submitted to the Assistant Director of Education – Finance and Administration no later than October 31.
- 3.1.5.3 Assistant Director of Education – Finance and Administration will finalize the Professional Growth Plan Evaluation as the Staff member’s appraisal for the year by the end of June.
- 3.1.5 At the end of the process, the appraisal report will be signed and filed in the Staff member’s personal file at the Board office, becoming part of the permanent employee file.

## **3.2 Evaluation Process**

- 2.2.1 The Evaluation Process will take place every three years.
- 2.2.2 The Staff member will review the School Administrator Performance Standards and Rubric.
- 2.2.3 The Assistant Director of Education – Finance and Administration will complete the Evaluation Process.
- 2.2.4 At the start of each school year, the Staff member will complete the Self-Assessment / Professional Growth Plan, which will contribute to the overall conversation with the Assistant Director of Education – Finance and Administration and the development of the plan.

- 2.2.5 In conjunction with the Assistant Director of Education – Finance and Administration, the Staff member will develop an initial professional growth plan. They will meet to agree on the goals as the focus for the plan and collaborate on the strategies, evidence and timelines that will best support success with each goal.
- 2.2.5 In preparation for an Evaluation, a timeline will be established.
  - 2.2.5.1 This will include an initial meeting with the Assistant Director of Education – Finance and Administration and Staff member by October 15 to discuss and agree on the Self Assessment / Professional Growth Plan.
  - 2.2.5.2 The Self Assessment / Professional Growth Plan Form will be submitted to the Assistant Director of Education – Finance and Administration no later than October 31.
  - 2.2.5.3 The Assistant Director of Education – Finance and Administration will have several meetings with the Staff member throughout the year to provide feedback on performance.
  - 2.2.5.5 The Assistant Director of Education – Finance and Administration and Staff member will have a final meeting in June to complete the Evaluation process as the Staff member’s appraisal for the year.
- 2.2.5 At the end of the process, the appraisal report will be signed and filed in the Staff member’s personal file at the Board office, becoming part of the permanent employee file. The appraisal report will include the completed Evaluator’s Form and Self Assessment / Professional Growth Plan.

#### **4.0 RESOURCES**

##### **4.1 *Board Management and Staff Appraisal Handbook***