



Northeastern Catholic District School Board

PERFORMANCE APPRAISALS

Supervisory Officers

Administrative Procedure Number: APP013

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to engaging its employees in meaningful discussions about professional growth and development. The purpose of the appraisal process is to facilitate feedback between a supervisor and employee, identify areas of success, and next steps for consideration to enhance and improve professional performance.

REFERENCES

Education Act:

Part XI.1 Performance Appraisal of Principals, Vice-Principals, and Supervisory Officers

The Ontario Leadership Framework, 2013

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 Supervisory Officers will engage in a performance appraisal process that is based on the annual establishment of self-development and organizational goals.
- 1.2 The Director of Education will be responsible to facilitate all aspects of the performance appraisal process for supervisory officers.
- 1.3 The performance appraisal process will rely on active and ongoing professional dialogue throughout the course of a school year and the collection of various forms of evidence.
- 1.4 Supervisory Officers will engage in a continuous cycle of performance appraisal on an annual basis.
- 1.5 Supervisory Officers will establish goals for self-development and organizational outcomes at least one time annually, using the Ontario Leadership Framework and the Board's Multi Year Strategic Plan as foundational resources.

- 1.6 Core competencies will be evaluated as part of the performance appraisal process. Those competencies include the following professional skills and personal leadership resources including but not limited to:
- i) Problem Solving;
 - ii) Communication;
 - iii) Systems Thinking;
 - iv) Perceiving and Managing Emotions;
 - v) Leadership to Schools;
 - vi) Psychological Resources of optimism, self-efficacy, resilience, and pro-activity;
 - vii) Organization;
 - viii) Action Planning and Monitoring.
- 1.7 The timelines for the performance appraisal process will be established jointly by the Director of Education and the Supervisory Officers.
- 1.8 The Supervisory Officers will engage in discussion and collaborative support strategies throughout the school year to share progress and next steps for action.
- 1.9 A summative report will be completed and shared with the Supervisory Officers by July 31 of every year.
- 1.10 Copies of summative reports will be filed in the employee's file within the Human Resources Department.

2.0 IMPLEMENTATION OF AN IMPROVEMENT PLAN

- 2.1 A Supervisory Officer who receives a rating of "needs improvement" in any area of the performance appraisal will be required to engage in the development of an improvement plan.
- 2.2 The improvement plan will detail specific goals and/or performance targets with the identification of supports and training needed as well as appropriate timelines. The improvement plan will be jointly completed by the Director of Education and the Supervisory Officer.

3.0 FORMS AND RELATED APPENDICES

Supervisory Officer: Appraisal Report

Director of Education: *Tricia Stefanie Welty*

Date: **March 2021**