



DIVISION: HUMAN RESOURCES

Policy #: HR-801

POLICY NAME

TEACHER AND SCHOOL ADMINISTRATOR GROWTH AND APPRAISAL

POLICY STATEMENT

The Newfoundland and Labrador English School District (NLESD) supports a performance appraisal and management process for teaching staff and school administrators that highlights good practice, supports continuous professional growth and development, fosters improvement and is consistent, fair and timely.

BACKGROUND

The NLESD recognizes that a commitment to the professional growth of employees enhances employee engagement and commitment, and contributes to the growth of the organization. Effective and meaningful performance appraisal is collaborative and self-reflective; requires a focus on continuous professional growth and skills development of an employee; and, identifies areas for improvement.

SCOPE

This policy applies to all teachers and administrators as defined by the NLTA Collective Agreement with the Newfoundland and Labrador English School District.

DEFINITIONS

Performance Appraisal

The process by which the job performance of an employee is supported and evaluated. Performance appraisals support the continuous professional growth and development of an employee. They consist of regular reviews of employee performance within organizations, through the use of predetermined standards and documentation, in order to provide feedback and support to the employee.

APPROVED: April 14, 2014

EFFECTIVE: September 1, 2014

AMENDED: _____

POLICY DIRECTIVES

1. The Director of Education shall ensure that a process for teacher and administrator professional growth and appraisal is developed and implemented.
2. All teachers and school administrators shall participate in a formal performance appraisal process once every five years, or as determined necessary by the Director.
3. The performance appraisal process will:
 - a) Ensure that the quality and quantity of work performed by NLESD employees meets the District's standards and needs.
 - b) Allow for ongoing communication between the supervisor and the employee about job performance.
 - c) Clarify expectations for an employee's future performance.
 - d) Support decisions regarding promotions, transfers, complaints, disciplinary actions and terminations.

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