

DIVISION: Human Resources

EFFECTIVE: January 28, 2019

NAME: Performance Accountability and
Professional Growth for Management
Employees

APPROVED: January 26, 2019

AMENDED: Click or tap to enter a date.

POLICY STATEMENT

The Newfoundland and Labrador English School District (the “District”) is committed to strengthening its leadership and management capacity. As part of this commitment, the District holds staff accountable for performance related to the District’s Strategic Plan and conducts consistent and regular reviews of overall employee performance, using predetermined standards.

BACKGROUND

The District is a public agency that ensures its employees at all levels are supported and held accountable for the work that is done within the divisions that are responsible for key areas of the organization:

- Programs and Operations
- Finance and Business Administration/Student Transportation
- Human Resources

The purpose of the Performance Accountability and Professional Growth process is to:

- Align individual performance with the District’s strategic plan;
- Hold each individual accountable for carrying out their duties in an ethical, professional and highly effective manner;
- Facilitate attitudes that encourage good leadership, teamwork and exceptional performance;
- Encourage self-reflection and collaboration;
- Recognize an individual’s contribution and achievements; and

- Provide direction for professional growth.
 - Provide each individual with a formal opportunity to receive fair and constructive feedback and direction, needed to carry out work effectively.
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SCOPE

This policy applies to all managers or equivalents working with the school district.

DEFINITIONS

Performance Review : The process by which the job performance of an employee is supported and evaluated. Performance reviews 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.

POLICY DIRECTIVES

1. The CEO/Director of Education shall ensure that a process for the performance accountability and professional growth of management is developed and implemented.
2. All management employees shall participate in performance accountability and professional growth process.
3. The performance accountability and professional growth process shall consist of:
 - a. Annual accountabilities collaboratively agreed upon by the employee and their immediate supervisor.
 - b. A professional growth process that occurs every three years.
4. The performance accountability and professional growth process will ensure that the quality and quantity of work performed by District management meets the District's standards and needs and is aligned with the District Strategic Plan.