

2.0. Human Resources
2.A. Foundations

2.A. SUPPORT STAFF EVALUATION PROCESS

Policy Reference: EL-1.2
Reviewed by Committee: September 29, 2015

Evaluation of Support Staff

Performance evaluation forms and timelines vary according to length of employment.
 (See Chart Below)

Form A	Due dates & Timelines
<ul style="list-style-type: none"> • Probationary Educational Assistants (first 6 months of employment) 	<ul style="list-style-type: none"> ○ Two weeks prior to middle of the probationary period (three months). ○ <i>Should support be identified through the first evaluation, a second evaluation will be completed two weeks prior to end of the six month probationary period.</i>
<ul style="list-style-type: none"> • Permanent Educational Assistants in the first four years of employment. 	March 31 for first four (4) years of employment.
<ul style="list-style-type: none"> • Permanent Educational Assistants with more than four years employment with Lakeshore School Division 	March 31, every third (3 rd) year.
<ul style="list-style-type: none"> • Permanent Educational Assistants new to a school, i.e., transferred with more than four years' experience. 	March 31, and every third (3 rd) year thereafter
<ul style="list-style-type: none"> • Permanent Educational Assistants in a term position with more than four years' experience 	<ul style="list-style-type: none"> ○ March 31 for every year in a term position. ○ <i>Should the term be shorter than one year, the evaluation deadline will be adjusted to fit within the term of employment.</i>
<ul style="list-style-type: none"> • Educational Assistants identified by Principals with performance concerns 	March 31, and every year that concern exists, outlining an improvement plan.

** Permanent refers to Regular Employee as per collective agreement.

This report is to be used by the principal/supervisor to record the employee's level of performance in achieving the goals and objectives of his/her position.

Attachments: Educational Assistant Evaluation Rubric
 Educational Assistant Key Responsibilities
 Educational Assistant Performance Evaluation