



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

HUMAN RESOURCES SUPPORT STAFF EVALUATION - 409

Rationale

The development and availability of a competent, responsible support staff is essential to the smooth functioning of a school system. The process of appraisal and evaluation provides a record of the required performance while providing incentive to the employee to maintain and improve upon the required level of service.

The Board of Directors expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation.

Policy

The Superintendent of Schools will ensure that a program of appraisal of all support staff is carried out.

Procedure

Staff Classification

1. School-based support staff includes:
 - a. Secretaries
 - b. Educational assistants
 - c. Clerical staff
 - d. Caretakers and maintenance staff
 - e. Bus drivers
 - f. Before and after school care/pre-school staff
 - g. Canteen/Kitchen
 - h. Library
 - i. Daycare
2. CISKD support staff includes:
 - a. secretarial and clerical employees.
3. Principals or their designates are responsible for the evaluation of support staff.
4. Secretaries and bookkeepers shall be evaluated upon completion of their first year of employment and regularly thereafter or at the request of the employee or the employer.
5. With respect to the appraisal process:
 - a. The appraisal will cover the areas designated in the job description.
 - b. A copy of the evaluation report will be signed by and given to the employee being evaluated. A copy of the evaluation report will be retained with the employee's personnel file.
 - c. A copy will be forwarded to the CISKD Office.

Date Approved: IP June 2023
Date(s) Revised: