

Support Staff Performance Review

Employee's Name: _____

Location: _____

Position: _____

Period Ending: _____

The Support Staff Performance Review is intended for fostering communication on the successes of the staff member in their position, and opportunities for professional learning, improvements, or support needs. The document should be completed by a Supervisor/Leader and must be signed.

This document sets out four Quality Practice Standards for the evaluation of all Support Staff. The standards are: Job Knowledge and Performance, Organization and Personnel Management, Teamwork, and Professional Attributes.

It is acknowledged that the duties and responsibilities for support staff will vary depending upon the position, school and/or department. Specific responsibilities should be embodied in a job description and incorporated with the evaluation process.

A Performance Review shall be completed in the following situations:

- A) Within three months of commencing employment
- B) Upon request by the employee
- C) When an Administrator believes that a Performance Review is warranted

Instructions

Reflect upon each Performance Area and the representative skills or behaviours which are included as examples within each section. Written comments should be included for the purpose of explanation or illustration.

The Staff member may do a self-assessment prior to the Leader completing the review. The decision to engage in the process for a self-review is up to both the Leader and Staff member. Self-reviews are encouraged in many cases as this provides an improved tool of communication, takes advantage of a Staff member's familiarity with their work, and increased participation in the process for the review.

Key Documents

- Position Description AP 470
- Employee Conduct AP 404
- Welcoming, Caring, Respectful and Safe Environments Policy 19
- Conflict of Interest and Fraud Prevention AP 404-1

Review Scale

<i>Support Needed</i>	<i>Expectation</i>	<i>Scale</i>
Performs Independently	Meeting Expectation	4
Little supports required (<i>often meeting expectations</i>)	Meeting Expectation	3
Reasonable supports required (<i>with prompting</i>)	Meeting Expectation	2
High levels of support required	Below Expectation	1

A. Quality Practice Standard: Job Knowledge

Demonstrates highly relevant job knowledge and experience in their area of responsibility, and displays and demonstrates the desire to be fully effective in their position. Leaders and Staff should be familiar with the Staff's position description in considering this section.

1. The employee demonstrates knowledge and effectiveness in their area of responsibility. The employee:
 - 1.1. Thinks critically and acts logically to evaluate work situations, solve problems and make decisions
 - 1.2. Uses technology, instruments, tools and information systems effectively
 - 1.3. Accesses and applies specialized knowledge from various relevant sources
 - 1.4. Contributes to the decision making process.
2. The employee displays and demonstrates the desire to be fully effective in their position. The employee:
 - 2.1. Participates in professional development activities (as appropriate and where possible job-related)
 - 2.2. Evidences effectiveness in all or most areas of their position.
 - 2.3. Learns new skills and applies them effectively
 - 2.4. Is involved in Professional Development and has a commitment to career-long learning.

Staff Self-Review (1-4):		Leader Review (1-4)	
Comments:		Comments and examples:	

B. Quality Practice Standard: Organization and Personal Management

Demonstrates a combination of skills, attitudes and behaviours in providing effective and efficient service to students and/or staff in a safe environment.

3. The employee demonstrates organizational and planning skills. The employee:
 - 3.1. Plans and manages time and resources towards the quality of completed projects/jobs/responsibilities
 - 3.2. Demonstrates initiative and persistence toward the accomplishment of projects/tasks
 - 3.3. Fulfils duties and responsibilities in an manner that is precise, accurate, and of excellent quality
 - 3.4. Meets deadlines
 - 3.5. Demonstrates flexibility within a changing work environment
 - 3.6. Is punctual
 - 3.7. Is accountable to all education stakeholders for actions taken.
4. The employee demonstrates commitment to supporting students and staff. The employee:
 - 4.1. Demonstrates a focus on the needs of students and/or staff
 - 4.2. Deals with students and/or staff in a positive manner
 - 4.3. Identifies and suggests ways to improve how to provide supports.
5. The employee demonstrates commitment to creating a safe workplace. The employee:
 - 5.1. Maintains required standards of safety
 - 5.2. Knows and follows safety rules and procedures
 - 5.3. Takes safety into consideration when making decisions
 - 5.4. Regularly considers safety in their work procedures and habits
 - 5.5. Knows the correct operation procedures of safety equipment
 - 5.6. Keeps work areas clean and orderly
 - 5.7. Reports unsafe acts or conditions.

Staff Self-Review (1-4)		Leader Review (1-4)	

Comments:	Comments and examples:
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C. Quality Practice Standard: Teamwork

Works collaboratively to achieve the best results for the organization.

- 6. The employee facilitates effective communication and team skills. The employee:
 - 6.1. Understands and contributes to Clearview goals
 - 6.2. Plans and makes decisions with others and supports the outcomes
 - 6.3. Shares relevant information to contribute to the smooth operation of the organization
 - 6.4. Respects the thoughts and opinions of other team members
 - 6.5. Responds positively to Supervisor's directions
 - 6.6. Reports to the Supervisor on the progress of projects.
- 7. The employee demonstrates the ability to build mutually supportive relationships with co-workers. The employee:
 - 7.1. Listens to others
 - 7.2. Shows concern for others
 - 7.3. Cooperates and responds to team needs
 - 7.4. Recognizes and respects other people's diversity and individual differences and does not allow these differences to interfere with the team environment.

Staff Self-Review (1-4)		Leader Review (1-4)	
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Comments:	Comments and examples:
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D. Quality Practice Standard: Professional Attributes

Demonstrates professionalism by representing Clearview in a supportive and positive manner.

- 8. The employee promotes success of all students and staff:
 - 8.1. Acts in an ethical manner with integrity and fairness
 - 8.2. Is flexible and adaptable
 - 8.3. Has a positive attitude
 - 8.4. Respects confidentiality.
- 9. The employee shows commitment and loyalty to Clearview:
 - 9.1. Abides by the policies of Clearview
 - 9.2. Follows Clearview administrative procedures
 - 9.3. Adheres to the Clearview's Mission Statement
 - 9.4. Values and respects each member of the education community
 - 9.5. Promotes and maintains positive community relations
 - 9.6. Is an advocate of Clearview
 - 9.7. Is an active participant in the development, implementation and evaluation of Clearview's three year education plan.

Staff Self-Review (1-4)		Leader Review (1-4)	
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Comments:	Comments and examples:
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General Observations:

Employee's Comments:

Opportunities for Professional Learning, Growth, Improvement, or Support Needs		
Opportunity	Evidence Expected	Timeline

Supervisor's Signature: _____

Administrator's Signature: _____

Employee's Signature: _____