



Northeastern Catholic District School Board

PERFORMANCE APPRAISALS

Policy Number: P-7

Authority: 16-192/20-09/22-132

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to ensuring that all employees are supported in achieving high standards of performance and professional growth. Performance appraisals provide an opportunity to recognize accomplishments, identify areas for improvement, and promote continuous learning within a culture of accountability and respect.

REFERENCES

Education Act

Part X.2 Teacher Performance Appraisal

Part X.3 Designated Early Childhood Educators – Induction, Performance Appraisal and Reporting Obligations

Part XI.1 Performance Appraisal of Principals, Vice-Principals, and Supervisory Officers

Regulation 98/02 Teacher Learning Plans

Regulation 99/02 Teacher Performance Appraisal

Regulation 234/10 Principal and Vice-Principal Performance Appraisal

Regulation 266/06 New Teacher Induction Program

NCDSB Administrative Procedure

APP007-1 Performance Appraisals (New Teachers)

APP007-2 Performance Appraisals (Experienced Teachers)

APP007-3 Performance Appraisals (Non-Teaching Staff)

APP007-4 Performance Appraisals (Principals and Vice-Principals)

APP007-5 Performance Appraisals (Supervisory Officers)

APP007-6 Probationary Period Evaluation

APP007-7 Long-Term Occasional Teacher (LTO) Evaluation

DEFINITIONS

Designated Early Childhood Educators

As defined in the *Education Act*. An DECE is appointed by a board to a position in a Kindergarten program or extended day programs that is designated by the board as requiring an early childhood educator. A DECE works in partnership with Kindergarten teachers to implement full-day early learning programs.

Other Non-Teaching Staff

All employees of the NCDSB who do not have legislated regulations within the *Education Act* relating to performance appraisals, including but not limited to: Educational Assistants, Child & Youth Workers, Secretaries, Clerks, Custodians, Technicians, Support Workers, ~~Leads~~, Supervisors, and Managers.

Principals

As defined in the *Education Act* to mean a person employed in a school who is appointed to be in charge of the school and is a member of the Ontario College of Teachers, or whose appointment is authorized by the Minister of Education.

Teachers

As defined in the *Education Act* as a person who is a member of the Ontario College of Teachers and is employed by a school board.

POLICY REGULATIONS

- 1.0 Performance evaluations will be conducted by the employee's immediate supervisor. In situations where alternate arrangements are necessary, an appropriate appraiser will be designated by the employer.
- 2.0 The evaluation cycle and process for Teachers, Designated Early Childhood Educators (RECE), Principals, Vice-Principals, and Supervisory Officers shall be in accordance with the *Education Act* and the related policies and regulations.
- 3.0 The evaluation cycle and process for non-teaching staff (as defined above) shall follow a three-year cycle.
- 4.0 A principal or an immediate supervisor may conduct additional performance appraisal outside of the regular cycle where there are concerns regarding an employee's performance.
- 5.0 Summative reports shall be retained in the employee's personnel file within the Human Resources Department. The NCDSB shall fulfill its obligations regarding the exchange of performance appraisal documentation with other school boards, as required by regulation.
- 6.0 Administrative procedures and guidelines will be reviewed regularly to ensure consistent and effective practices in all matters related to the performance appraisal of NCDSB employees.