

Frontier School Division believes that one factor in providing a high quality educational environment for students is the ongoing supervision and evaluation of support staff.

Therefore, Frontier School Division will:

- confirm job expectations and standards as provided in the employee's job description,
- provide objective feedback to the employee regarding job performance,
- provide time and assistance to facilitate improvement of staff experiencing difficulty,
- provide opportunities for profession learning.

Information: Policy E.1.O – Personnel Files
Policy E.1.F – Probationary Period – Support Staff

Adopted September 1, 2009

Revised January 20, 2012

1. Probationary Employees

- a. The Principal/supervisor shall provide feedback to the employee through the probationary period and a formal evaluation shall be completed no less than three (3) weeks prior to the end of the probationary period.
- b. The completed evaluation shall be forwarded to the Chief/Area Superintendent and include a recommendation to:
 - i. confirm the permanent employment status, or
 - ii. recommend an extension of the probationary period, or
 - iii. provide formal notice of termination of employment.
- c. Should an extension of the probationary period be recommended, the Principal/supervisor shall communicate the extension to the employee prior to the completion of the probationary period, reconfirm job expectations and standards, and ensure adequate training has been provided.
- d. The Principal/supervisor shall provide feedback to the employee and complete a performance evaluation at least one month prior to the completion of the extended probationary period. A recommendation will be made to the Chief/Area Superintendent to:
 - i. confirm permanent employment status, or,
 - ii. Provide formal notice of termination of employment.

2. Permanent Employees

Performance evaluations shall be completed:

- a. annually at the employee's anniversary date, until the employee reaches the top step of the salary range; and no less than every four (4) years thereafter,
- b. At the employee's or supervisor's request,
- c. Upon the formal recommendation of the school committee.

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