

## Edge School

### POLICY TITLE:

Employee Growth, Supervision & Evaluation

**Board Approval:** May 13, 2021

### RATIONALE:

The School recognizes that a system of employee growth, supervision and evaluation is fundamental to the continual evolution of employee practice and the school.

### DEFINITIONS:

- 1. Professional Growth:** Professional growth is a collaborative enterprise as well as an individual pursuit, and thus a balance must be struck between those two elements. It encompasses a career-long learning process whereby an employee annually develops and implements a plan to achieve professional learning objectives or goals, consistent with the Edge Quality Standards, including the setting of an annual professional growth plan developed by the employee which outlines the proposed professional development activities to enhance teaching practice.
- 2. Employee Supervision:** The ongoing process in which the supervisor carries out oversight of duties related to the employee's behaviours, practices and leadership as they pertain to the Edge Quality Standards.
- 3. Employee Evaluation:** The process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a supervisor in determining whether one or more aspects of the behaviours or practices of an employee meets or does not meet the Edge Quality Standards.
- 4. Edge Quality Standards:** The Edge Quality Standards provide a framework for the preparation, professional growth, supervision and evaluation of all employees at Edge School. All stakeholders at Edge School should be confident that Edge Staff demonstrate the Edge Quality Standards throughout their employment at Edge.

### POLICY:

Edge School, through its administrative team, will support employees in their professional development. Employee growth will be monitored in order to maintain high standards of practice that are aligned with the intent and expectations for employee competency as outlined in the Edge Quality Standards.

### I. PRINCIPLES

The table below outlines who is responsible for the supervision and evaluation of each employee.

<b>Supervisor/Leadership Role</b>	<b>Employee Category</b>
CEO	Principal, Director of Athletics and Programming, Controller, Admissions Director, Marketing and Communications Director, Executive Director of the Foundation, Facilities Director, Contracted Individuals
Principal	Assistant Principal, Teachers, Admin Assistants
Athletic Director	Sport Directors, Athletic Staff, Program Manager, Facilities Booking Coordinator
Board	CEO

### **A. Professional Growth**

All employees at Edge will complete a yearly Professional Growth Plan that will highlight the elements of the Strategic Plan and the Edge Quality Standards documents that the employee deems as important areas for growth.

Employees are also encouraged to include one personal growth goal. This goal will not be included as part of the formal evaluation process.

### **B. Supervision**

Ongoing supervision by the employee's Supervisor is meant to provide support and guidance for employees to determine where employees are relative to the Edge Quality Standards, and to identify behaviors or practices of employees that may require further growth and/or evaluation.

### **C. Evaluation**

1. The evaluation of an employee by a Supervisor may be conducted:
  - a. Upon the written request of an employee
  - b. For purposes of gathering information related to a specific employment decision
  - c. For purposes of assessing the growth of the employee as part of the regular evaluation cycle
  - d. When, on the basis of information received through supervision, the Supervisor has reason to believe that the employee may not be meeting one or more of the Edge Quality Standards
  - e. For certification purposes

2. This policy does not restrict the Board or CEO from taking any action or exercising any right or power under the Education Act or Alberta Employment legislation.

## **II. PROCEDURES:**

### **A. Professional Growth**

1. An Employee Professional Growth Plan (EPGP) will be submitted to their Supervisor no later than October 31st of each school year or within 30 calendar days of commencing a contract after the start of the school year. The employee is expected to use the EPGP template provided.

2. The Employee Professional Growth Plan (EPGP), with reference to the Edge Quality Standards documents and the school's Strategic Plan, should include identification of:

- a. Goals (areas of growth)
- b. References to the Edge Quality Standards and/or Strategic Plan
- c. Action strategies
- d. Timeline for implementation
- e. Indicators of success
- f. Resources required
- g. Reflections

3. School leadership will provide support for employees in achieving the stated goals of their EPGP. The employee supervisor will meet twice yearly (ideally in the Fall and in the Spring) with each employee to review goals and identify areas of support.

### **B. Supervision**

As part of the on-going supervision process, the supervisor will engage in various methods to gather information about the employee's performance in relation to the Edge Quality Standards and employee responsibilities. The methods may include: employee self-reflections; direct observation of employee work; feedback from students, parents, other employees about the quality of employee work.

### **C. Evaluation**

1. Each year the employee will use the Employee Reflection document to reflect on their professional competencies in relation to the Edge Quality Standards Document and complete the Reflection Tool. The employee will meet once (Spring) with their supervisor to review their progress.

2. From time to time a need may arise for a more formal evaluation process. These situations and the corresponding procedures are outlined below.

- a. During the first year of employment; upon employee request; or, as part of a remediation plan, the Supervisor will communicate to the employee:
  - A notice of evaluation
  - The reason(s) for the evaluation
  - The process, criteria and standards to be used
  - The timelines to be applied
  - The possible outcomes of the evaluation
- b. Upon the completion of the evaluation, the Supervisor will meet with the employee and provide them with a copy of the completed evaluation report. The evaluation is to be signed by the employee and the Supervisor. Failure to sign shall not invalidate the report, nor prevent further steps being taken under this policy.
- c. An employee being evaluated shall be given a reasonable opportunity, not to exceed 7 operational days from the receipt of the report, to append additional comments to an evaluation report.
- d. An employee may ask the CEO to review the evaluation process used to ensure compliance with this policy. A request for a review under this procedure must be made within 7 operational days of the employee receiving the evaluation report and must outline, in writing, the employee's reasons for the request.
- e. Upon receiving a request for a review as outlined above (d), the CEO or designate must conduct a review, or arrange for a review to be conducted, and render a written decision within 20 operational days.
- f. Where, as a result of an evaluation, a Supervisor determines that one or more of the Edge Quality Standards is (are) not being met, the Supervisor may:
  - a. Provide to the employee a Notice of Remediation.
  - b. Provide the employee with a Notice of Termination.