

## PROFESSIONAL GROWTH, SUPERVISION AND EVALUATION

### Belief

To promote the ongoing development of MESC professional and support staff. The Superintendent of Schools is responsible to develop and administer processes that are deemed necessary to support staff growth. Division Office personnel, school administrators, managers and supervisors all have a role to play in ensuring that at all levels of the organization staff are achieving the desired or required standards and expectations of their job descriptions. This procedure will ensure responsibility and accountability amongst staff employed with MESC in order to provide optimum learning experiences for students.

As an employee in the organization, employees will model the intent of the Maskwacîs Declaration on Education and the core values of **Wahkohtowin, Iyiniw Mamotohnehickikan, Nehiyaw Pimatisiwin, and Nehiyawewin**. This is evident by:

- Ensuring that decisions are made to the ultimate benefit of Maskwacîs students;
- Assisting the Superintendent and the board to ensure that all students benefit from their treaty right to a quality education;
- Respecting the Cree language, spirituality, and traditions within the Education Authority; and
- Providing Maskwacîs leadership (the Cree way) in all matters relating to education in the Maskwacîs Schools: consensus building, creating dialogue with stakeholders, and empowering leadership in the system.

Systematic supervision, evaluation and professional growth contribute to employee growth and development and ensure that MESC's four core values are reflected, including:

- the objectives of the commission are being met,
- a high standard of performance is maintained in all job categories,
- outstanding service is recognized,
- the employee being evaluated is informed of strengths and areas of growth in job performance and is provided assistance and support to improve performance, and
- decisions regarding employment.

Professional growth, supervision and evaluation processes are clearly outlined in the *MESC Professional Growth, Supervision and Evaluation Guide* (see Administrative Procedure 405 - Appendix).

**Guidelines:**

1. Professional Growth of Staff

- 1.1. The Superintendent or Designate is responsible to ensure that there are practices and processes that support the ongoing professional growth of staff.
- 1.2. The Superintendent will ensure professional growth opportunities are provided.
- 1.3. Each professional staff member and support staff, as determined by their supervisor, is responsible to develop an annual professional growth plan in accordance with the MESC Professional Growth, Supervision Guide document. Plans are to be submitted as per the yearly school calendar expectations or within the first month following the probationary period
- 1.4. The professional growth plan is designed to focus on the goals of the staff member in the upcoming year.
- 1.5. The annual growth plan will be reviewed by the staff member and in-school administration, manager or supervisor a minimum of two times a year. Supervision of the staff member's professional growth is ongoing.
- 1.6. Professional growth of staff is supported and supervised with various degrees of formality.

2. Supervision

- 2.1. The Superintendent is responsible for ensuring direct supervisors or evaluators are responsible for the day-to-day supervision of all staff in accordance with the Professional Growth, Supervision, and Evaluation Guide.
- 2.2. Supervision is ongoing and supports the professional growth of staff with various degrees of formality.

3. Evaluation

- 3.1. The Superintendent or Designate is responsible for the evaluation of all staff in accordance with the *MESC Professional Growth, Supervision and Evaluation Guide* (see Administrative Procedure 405 - Appendix).

- 3.2. The Superintendent or Designate is committed to ensuring due process.
- 3.3. The evaluation is to be based upon criteria established by MESC. The evaluation is to be achieved and supported through formative and summative processes. Criteria used to create an evaluation will be derived from a variety of mutually established sources.
- 3.4. Employees are to be advised when evaluation will begin and end. Notice will be given prior to any formal classroom or work site observations.
- 3.5. At the end of the evaluation process, a copy of the evaluation report is to be provided to the employee. A copy signed by both participants is to be placed in the employee's personnel file. Employees may append written comments to their evaluation report.
- 3.6. Employees are to participate in the evaluation process as follows:
  - 3.6.1. During their probationary period of employment or as per their contract.
  - 3.6.2. For contractual purposes.
  - 3.6.3. Evaluation to determine salary grid placement.
  - 3.6.4. Evaluation as requested by the employee or supervisor regarding job performance.
  - 3.6.5. Evaluations after the probationary period of employment may occur when requested by the employee or supervisor.

## **Appendix**

*MESC Professional Growth, Supervision and Evaluation Guide*

## **References**

*MESC Board of Governors Policy: Executive Limitations 2, Executive Limitations 7*