

Administrative Procedure 412

SUPPORT STAFF SKILLS DEVELOPMENT PROGRAM

Background

Support staff is an integral part of the Catholic educational system and a skills development program has been developed in order to maximize their contribution in providing a high quality educational program to the students.

Procedures

1. The objectives of the skills development program are to:
 - 1.1 Work toward an enhanced teaching and learning environment.
 - 1.2 Maintain a high standard of service to the school community.
 - 1.3 Recognize the worth and value of all employees.
 - 1.4 Ensure that staff assignments are appropriate and within the scope of the position.
 - 1.5 Inform staff of observed strengths and weaknesses in their performance.
 - 1.6 Ensure that the educational goals and objectives of the system are met.
2. The support staff member and the immediate supervisor will complete a personalized job description, objectives and action plan portion of the Skills Development Program by October 31.
3. The action plan will include a monitoring process.
4. The assessment of performance will be completed by May 30 and the support staff member will have the opportunity to indicate agreement or disagreement with all or part of the assessment.
5. The Skills Development Program appraisal form will be submitted to the support staff member, Principal and Deputy Superintendent at the end of the school year.
6. Support staff members will be provided with opportunities and resources to participate in in-service activities designed to upgrade and enhance their skills and abilities.