

<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
EMPLOYEE PERFORMANCE APPRAISALS	3.46

POLICY

The Rainy River District School Board will require regular performance appraisals of all staff.

RATIONALE

Regular performance appraisals support staff in developing the competencies they require to fulfil their roles to the highest standard.

IMPLEMENTATION

As per the latest version of the Ministry of Education’s Teacher Performance Appraisal Technical Requirements Manual and the Principal/Vice Principal Performance Appraisal Technical Requirements Manual, Performance Appraisal Procedure 3.46, and OT Evaluation Procedure 3.88

GUIDELINES

1.0 General Guidelines

1.1 Performance appraisals are designed to:

- Align individual objectives and initiatives with the Board’s strategic direction;
- Encourage meaningful communication between employees and supervisors;
- Identify areas that require further professional development and personal growth;
- Provide appropriate and timely feedback to employees regarding their performance;
- Improve organizational effectiveness.

2.0 Conducting Performance Appraisals

2.1 The Board shall evaluate the performance of the Director of Education in accordance with criteria established and approved by the Board. The Board shall evaluate the Director’s performance based on Board Policy 3.40 Director’s Performance Review.

2.2 The Director of Education shall be responsible for the performance appraisal of the Board’s supervisory officers as per the Ministry of Education’s Supervisory Officer Performance Appraisal system.

2.3 Supervisory Officers shall supervise and evaluate the performance of all principals, managers and other support staff for whom they are responsible.

2.4 Managers shall supervise and evaluate the performance of all support staff for whom they are responsible.

- 2.5 School Administration shall be responsible for the supervision and evaluation of all employees who are assigned to a school.
- 2.6 Upon completion of the appraisal process, the employee will be provided a signed copy of the appraisal and a copy will be forwarded to Human Resources to be placed in the employee’s personnel file.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 3.46 Performance Appraisal	March 5, 2019	<i>Education Act</i> , Part X.2 Teacher Performance Appraisal
Procedure 3.88 OT Evaluation	<u>Board Motion</u> 22	Ontario Regulation 298 S. 11(3) Duties of Principals: Performance Appraisal.
	<u>Review prior to</u> 2023	Ontario Regulation 234/10 Principal and Vice Principal Performance Appraisal.
		Ministry of Education Teacher Performance Appraisal Technical Requirements Manual (2010)
		Ministry of Education Principal/Vice Principal Performance (2013)