

Evans Bay Intermediate School

PERFORMANCE MANAGEMENT POLICY

Principles

Evans Bay Intermediate is committed to ensuring that all staff have opportunities to enhance their professional growth.

Procedures

1. All teaching staff will be appraised at least twice each year.
2. All ancillary staff will be appraised at least once a year.
3. All staff will be required to sign a Work Agreement consisting of:
 - Details of the position
 - The Professional Standards for the position (if applicable)
 - A job description for the position(s)
 - Personal Development Objectives for the year
4. Staff will negotiate their Work Agreement and be appraised according to the following schedule:

<u>Appraisee</u>	<u>Appraiser</u>
Principal	Board Chair
Deputy Principal	Principal
Assistant Principal	Principal
Syndicate Leaders	Principal
Scale A Teachers	Syndicate Leader
Ancillary	D.Principal/Asst Principal/Sen. Tchr

5. This arrangement could be altered by negotiation with the Principal.
6. Appraisal for teaching staff will combine elements of self-appraisal and supervisory appraisal along a continuum.
7. Review
In the event of an appraisee disputing the contents of their end of year appraisal report, the appraisee may request, through the Principal, a review of the findings or process by two members of the school's management team who have not been responsible for the initial report.

Reviewed: 1st July 2009