

POLICY HANDBOOK

POLICY

FAMILY SCHOOL LIAISON COUNSELLOR EVALUATION, DEVOTED TO ENSURING COMPETENCE AND IMPROVEMENT OF COUNSELLING, IS AN IMPORTANT ELEMENT OF THE BOARD'S EDUCATIONAL POLICY. THEREFORE, THE BOARD SHALL ENCOURAGE AN EVALUATION PROCESS THAT INCLUDES PROFESSIONAL GROWTH PLANNING, SUPERVISION, AND, WHEN NECESSARY, SUMMATIVE EVALUATION.

GUIDELINES

1. Evaluation of professional performance of counsellors shall be guided by professional growth planning, supervision, and evaluation described as follows:
 - 1.1 Professional growth planning is an annual process whereby the counsellor develops and implements planning designed to foster improvement and professional growth.
 - 1.2 Supervision is conducted by the Clinical Team Leader ensuring that the counsellor's performance meets necessary standards.
 - 1.3 Summative evaluations designed to perform judgmental functions, may be used to assist in making decisions for the purpose of employment when the competence of a counsellor has been called into question or at the request of the counsellor. A summative evaluation is also conducted during the first year of employment with Horizon School Division.
2. Counsellors have the primary responsibility for their own effectiveness and for the improvement of their counselling.
3. Each counsellor shall be informed of the particulars of the family school liaison counsellor evaluation policy.
4. Counsellors, at their discretion, shall be allowed to contribute data to the evaluation through materials or information of their choosing.

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5. All reports generated during the evaluation process shall be signed by both parties and kept in the counsellor's confidential file at Division Office, with a copy provided to the counsellor being evaluated prior to its being filed. (The counsellor's signature evidences only that the report has been received for review).
6. The counsellor may review his/her evaluation records contained in a personnel file.
7. The counsellor shall be given the opportunity to append additional comments to all written reports pertaining to his/her evaluation.

PROCEDURES

Family School Liaison Professional Growth Planning

1. Professional Growth Planning shall be conducted on an annual basis for liaison counsellors employed by the Board. Liaison counsellors should view growth planning as developmental and be willing to receive collegial feedback and assistance to improve professional performance.
2. Each liaison counsellor shall develop and implement a professional growth plan each year. Growth plans should be consistent with the Family School Liaison Counsellor's program handbook.
3. Early in the school year (usually by the end of October), the liaison counsellor shall share his/her written professional growth plan with the Clinical Team Leader.
4. Professional growth planning should include regular conferencing between the liaison counsellor and the Clinical Team Leader, during which progress towards achievement of goals shall be reviewed.
5. At no time shall professional growth planning be used for the purpose of evaluation.

Supervision of Family School Liaison Counsellors

1. Supervision is conducted by the Clinical Team Leader ensuring that the counsellor's performance meets necessary standards.
2. The Clinical Team Leader shall implement a process through which liaison counsellors shall be able to access consultation, support, and encouragement.
3. Weekly debriefing meetings shall be scheduled to provide counsellors with an opportunity to discuss cases, concerns, etc.
4. Team consultation shall be arranged during the monthly staff meetings. This shall provide a regular opportunity to brainstorm strategies for complex cases.

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5. The Clinical Team Leader may receive information from any source about a liaison counsellor's performance and share relevant information and observations about the performance with the counsellor in a timely manner.
6. Supervision should be viewed as developmental and liaison counsellors should be willing to receive collegial advice and assistance to refine counselling skills.
7. When, through supervision, the Clinical Team Leader believes that a liaison's counsellor's performance may not meet the requirements of Criteria for the Evaluation of Liaison Counsellors, the Clinical Team Leader may:
 - (a) attempt to resolve areas of concern, or
 - (b) initiate an evaluation in accordance with Regulations and Procedures. Concerns identified during supervision may be used to support reasons for initiating an evaluation.

Evaluation of Family School Liaison Counsellors

1. A summative evaluation shall be carried out during the counsellor's first year by the Clinical Team Leader in conjunction with school principals. Summative evaluation can also be initiated for an established counsellor should his/her performance become a concern of the Clinical Team Leader. Counsellors may also request a summative evaluation at any time.
2. A liaison counsellor involved in a summative evaluation process is not obligated to develop and implement a professional growth plan during that school year.
3. With the exception of a first year evaluation, the counsellor shall be notified in writing that an evaluation shall take place.
4. For all evaluations, the evaluator shall convene a conference with the counsellor, subsequent to notification and prior to formal observation, during which evaluation policy and procedure, performance criteria, reporting procedures, and appeal procedures shall be communicated and discussed with the counsellor.
5. When the Clinical Team Leader has completed a reasonable number of observations, collected data, conferenced with the liaison counsellor, and made a general review of the counsellor's professional performance, a report shall be written and shall include the Clinical Team Leader's recommendation pertaining to continued employment or remediation strategies applicable.
6. Following the completion of the summative evaluation, the liaison counsellor may appeal the procedures and/or contents of the evaluation to the superintendent of schools not later than 30 calendar days after receipt of the evaluator's report.

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7. Upon receipt of a satisfactory evaluation, the Clinical Team Leader shall determine that the evaluation ceases.
8. In the event that remediation is necessary, the following steps shall be taken:
 - 8.1 The first written report shall identify areas of concern, expectations, and opportunities for improvement within a reasonable timeline.
 - 8.2 The Counsellor should be assisted in securing a mentor or peer support team, if he/she so desires, who shall work with him/her at any time throughout the evaluation process. The mentor shall not act as an evaluator.
 - 8.3 At the end of the time allotted for required improvement, the Clinical Team Leader shall perform a reasonable number of observations to assess performance level again.
 - 8.4 If performance is satisfactory, the Clinical Team Leader shall write a report recommending conclusion of the summative evaluation process.
 - 8.5 If performance is unsatisfactory, the Clinical Team Leader shall write a report to the superintendent recommending termination of the Counsellor's contract or other action deemed to be in the best interest of the Counsellor and/or school division.
 - 8.6 The superintendent, upon receipt of the Clinical Team Leader's report, shall take whatever action he/she believes is required.
 - 8.7 The counsellor may appeal the procedures and/or contents of the evaluation report to the superintendent not later than 30 calendar days after receipt of the Clinical Team Leader's evaluation report.