

ATTACHMENT B – SAMPLE NOTICE OF EVALUATION LETTER

Support Staff Evaluation

Name of Support Staff: _____

School: _____

Date: _____

According to Policy GDN - *Evaluation of School Support Staff*, this letter serves as the official notification of my intention to commence a summative evaluation of your practice.

Reason for Evaluation

In my role as the principal of [school], I am responsible for ensuring that the performance areas, key indicators, and descriptors as per your [CUPE POSITION] is consistent with expectations of the Horizon School Division. As a supervisor I have observed your practice on many occasions and have addressed ongoing concerns in respect to [LIST KEY INDICATORS AND/OR DESCRIPTORS THAT ARE OF CONCERN]. I have attempted to support you in these areas through professional development and.... [LIST SPECIFIC SUPPORTS PROVIDED]. Following further observations I have directed you to make changes in areas that I felt you needed to improve and continued to provide feedback and recommendations after observations.

On the basis of the above information I continue to hold concerns that your practice may not meet the Quality Standards set out by the Horizon School Division and expressed in policies of the Horizon School Division Board in the following performance areas: [LIST PERFORMANCE AREAS]. As such, this evaluation will seek to ensure that your practice meets the expectations of the Horizon School Division, and specifically Policy GDN: Evaluation of Support Staff, in the aforementioned areas of concern. This evaluation process is a formal process of gathering information and evidence over a period of time and uses the application of reasoned judgment by the jurisdiction in determining whether or not your job performance is proficient or needs improvement (does not meet) expectations. I would like to meet with you on [DATE] for a pre-conference to explain the evaluation process and to draft the evaluation plan.

For your personal reference I have also included, within this notice, a copy of Policy GDN: Evaluation of Support Staff and the applicable criteria for the evaluation of [CUPE POSITION] performance. I invite you to seek mentorship from a colleague within the

school or jurisdiction. I recommend that you seek assistance from your union representative within Horizon, if you so desire. You shall be given the opportunity to append additional comments to the final evaluation report, and may appeal the process of the evaluation to the superintendent at any time.

Time will be provided during the pre-conference if you have any questions regarding the contents of this memo, but feel free to contact me prior should you so wish. Please make arrangements to be available during the time specified above.

Principal/Site Manager

Designate (if applicable)