



MARIAN SCHOOL BOARD OF TRUSTEES

STAFF PERFORMANCE MANAGEMENT POLICY

PURPOSE

Staff Performance Management exists to:

1. Identify and improve performance of employees in the school.
2. Benefit employees by providing professional development opportunities and reflective feedback.
3. Identify needs for the professional strategic development of the school.
4. Attest teacher performance against the appropriate professional standards.

POLICY

1. Every member of staff will have a job description.
2. The job description of teaching staff will include the appropriate Professional Standards and negotiated key responsibilities.
3. Unless otherwise approved by the Principal, the appraisal will be carried out by the teacher's Team leader.
4. In consultation with the Appraiser, appraisal will take place both formally on an annual basis and informally throughout the year.
5. Each year a goal relating to school wide development and Catholic character will be included.
6. Each teacher must choose at least one classroom goal.
7. Teachers will formulate an action plan related to their goals. Copies will be handed to their appraisers and the Principal for the teacher's file.
8. Any professional development requiring funding from the Professional Development (P.D.) budget needs to be presented by the Appraiser to the Principal for approval.
9. All Appraisees are encouraged to carry out self appraisals as part of the appraisal process.
10. Each Appraisee has an interview with the Appraiser receiving oral feedback on the achievement of their goals.
11. The results of appraisal are confidential to the Appraisee and the Appraiser.
12. A review process is available where another appraiser will be chosen.
13. The Appraiser will report in writing to the Principal that appraisal has taken place listing any recommendations (in writing, which will be kept on the staff member's file).
14. The Principal will report to the BOT that the appraisal process has been completed and takes recommendations forward for budget consideration.
15. Attestation of teachers against the appropriate professional standards will be carried out annually by the Principal and Deputy Principal and documentation will be kept on the staff member's file.
16. The Principal will report to the Board of Trustees on the attestation process.
17. Principal appraisal conducted by BOT or their appointed agent.

REVIEW

This policy will be reviewed annually.

APPROVED 12 February 2007

Board of Trustees Chairperson: