



Performance Appraisal

Date Approved: 2024

Projected Review Date: 2028

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes that all students receive the benefit of an educational system staffed by competent and effective staff who have received the assistance of management in their professional growth and support with identifying career goals.

GUIDING PRINCIPLES:

- Support all employees with carrying out their responsibilities in a cooperative and professional manner, working in compliance with the Ontario Human Rights Code, HWDSB policy, and procedures, the Education Act and other relevant legislation.
- Foster an anti-racist and anti-oppressive learning and working environment through acknowledging, understanding, and addressing systems of oppressions that can result in systemic inequalities and inequitable educational outcomes.
- Value employees by respecting their concerns, responding to their needs, encouraging professional growth, and recognizing their accomplishments.
- Provide staff with professional and leadership development to strengthen employees' skills, knowledge, and competencies to embed equity, and inclusive practices into their daily classroom and workplace practices.

INTENDED OUTCOMES:

- Performance appraisals of all staff are conducted in accordance with one of the following Ministry mandated/HWDSB processes for their appropriate employee group:
 - Director of Education's Performance Appraisal (DPA)
 - Employee Performance Appraisals
 - Principal/Vice Principal Performance Appraisal (PPA)
 - Supervisory Officer Performance Appraisal (SOPA)
 - Teacher Performance Appraisal (TPA) and New Teacher Induction Program (NTIP)
- Employee professional learning, leadership development, and performance appraisal processes promote continuous engagement and improvement for all employee groups.

RESPONSIBILITY:

Director of Education
Members of Executive Council



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TERMINOLOGY:

Professional Learning: A comprehensive, sustained, and intensive approach to improving employee effectiveness.

Performance Appraisal: An assessment of an employee's performance to gauge progress toward predetermined goals.

ACTION REQUIRED:

The performance of employees is appraised based on the procedures and guidelines indicated within the performance appraisal system as legislated or mandated for each employee group at HWDSB.

PROGRESS INDICATORS:

| Intended Outcome | Assessment |
|---|---|
| Performance management of all staff is conducted in accordance with one of the following Ministry mandated/HWDSB processes for their appropriate employee group: <ul style="list-style-type: none"> o Director's Performance Appraisal (DPA) o Employee Performance Appraisal (TBD) o Principal/Vice Principal Performance Appraisal (PPA) o Supervisory Officer Performance Appraisal (SOPA) o Teacher Performance Appraisal (TPA) and New Teacher Induction Program (NTIP) | Completion of performance appraisals in accordance with legislated guidelines and HWDSB appraisal processes, which will be reported to the Board of Trustees annually. |
| Employee professional learning, leadership development and performance management processes promote continuous improvement and engagement for all employee groups. | Growth/Development/Continuous Improvement Plans in place for employees who have completed performance appraisals, which will be reported to the Board of Trustees annually. |

REFERENCES:

Government Documents

Education Act

Education Act Regulations

Ontario Leadership Framework