



### **Evaluation of Support Staff**

The Superintendent/CEO of the Park West School Division shall be responsible to ensure that a written evaluation of all support staff is completed annually by April 30th of the school year.

To accomplish this task the Superintendent/CEO shall designate the appropriate member of the Park West School Division Central Office/Administrative Staff to ensure such reports are prepared for all support staff under their direct supervision. Members of Central Office/Administrative Staff may enlist the assistance of principals, teachers and or other supervisory staff within the Division to accomplish this task.

Written evaluations shall be shared with the support staff worker, the school principal if applicable and the Division Office. All annual evaluation reports shall be retained on file at the Division Office for consideration in circumstances related to placement, promotion, contract continuation and the giving of references.