



**POLICY
SUBJECT:**

**GCN
PERFORMANCE ASSESSMENT AND
DEVELOPMENT**

**APPROVAL DATE:
REVISION DATE:
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1. GENERAL

- 1.1 The assessment and development of employee performance is one of the most important aspects of the management process. It is important in terms of contributing to employee development, identifying employee potential, aiding in human resource planning, and improving the performance of the employee and the organization.
- 1.2 The Division shall maintain appropriate performance assessment and development systems for all employees.

2. PROCEDURES

- 2.1 The Chief Superintendent shall be responsible for the development of appropriate assessment and development procedures for all employees.
- 2.2 The assessment and development procedures shall be both formative and summative in nature focusing on employee strengths and needs.
- 2.3 The procedures shall allow for two-way communication between the employee and the individual doing the assessment on identification of criteria, assessment of performance and the planning necessary to maintain or strive for excellence.
- 2.4 The assessment and development procedures shall include specific criteria to be assessed as determined by the Chief Superintendent.

3. RESPONSIBILITY FOR ASSESSMENT

The Chief Superintendent shall assign the specific responsibility for implementing the Performance Assessment and Development procedures.

4. FREQUENCY OF ASSESSMENT

The Chief Superintendent will determine the frequency of assessment for all employees.

5. PRINCIPAL/SUPERVISOR

The Principal/Supervisor shall be responsible for the assessment of all staff assigned to the school/Division facility and the forwarding of reports to the superintendent and/or designate.