



Department: Human Resources
Section: Employee Development and Evaluation

The Annapolis Valley Regional School Board is committed to excellence in education. The Board believes that excellence is, in large part, dependent upon the “quality of work” evident in the daily performance of those persons employed to provide leadership, instruction and/or support services at schools and worksites. The performance appraisal policy and procedures are intended to affirm or improve the performance of individual employees and, therefore, the organization in general.

The Board believes the performance appraisal process will ensure that all employees perform in a competent and caring manner, value quality of learning for all students, create a positive, respectful, and safe environment, and demonstrate a respect for cultural diversity and individual differences.

The Board expects:

- Students attending Annapolis Valley Regional School Board schools receive the highest quality education and service;
- All employees are involved with performance appraisal on a regularly scheduled basis;
- All employees are held accountable for meeting established performance expectations;
- Continual growth, training and development to be a shared responsibility involving both the Board and the employee;
- The Performance Appraisal to involve staff in a constructive, continuous process and to be conducted in an atmosphere of fairness and mutual respect;
- All staff to promote professional growth and development and to enhance employee effectiveness;
- Employees who are not meeting established performance expectations be provided additional supervision, training, support and a reasonable time for improvement; and,
- The performance appraisal will be in compliance with ***The Education Act (Nova Scotia)***, ***Trade Union Act (Nova Scotia)***, Union collective agreements, and the Terms and Conditions of Employment for Non-Union Employees.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.