

**POLICY HANDBOOK****POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SUMMATIVE EVALUATION IS A JUDGEMENTAL PROCESS DESIGNED TO FACILITATE DECISIONS ABOUT THE COMPETENCE OF AN EMPLOYEE. THIS POLICY OPERATES UNDER THE ASSUMPTION THAT AN EVALUATION PROCESS MAY BE INITIATED TO GENERATE THE DATA FOR MAKING WELL-INFORMED AND FAIR EMPLOYMENT DECISIONS.

**DEFINITIONS**

**Family School Liaison Program Employees** includes:

- Family School Liaison Counsellors,
- Child and Youth Care Workers,
- Family Connections Project Coordinator, and
- Family Connections workers.

**REGULATIONS**

1. Family School Liaison program employees shall undergo an evaluation, conducted by the Clinical Team Leader or designate in collaboration with school principal(s):
  - 1.1 as part of the probationary period within their contract,
  - 1.2 when on the basis of information received through supervision, the Clinical Team Leader has reason to believe that the competence of the Family School Liaison program employee may not be meeting the expectations of the Clinical Team Leader or standards of their governing body if certified, or the College of Alberta Psychologists and the Canadian Counselling and Psychotherapy Association if not registered,
  - 1.3 for the purposes of gathering information related to a specific employment decision,
  - 1.4 for the purposes of assessing the growth of the Family School Liaison program employee in specific areas of practice, and/or
  - 1.5 at the written request of a Family School Liaison program employee.
2. Evaluations shall be based on information gathered through observations, conferences with the Clinical Team Leader or designate, reviews of documents, reports and plans, and other data gathered in accordance with the Code of Ethics of their governing body if registered or the College of Alberta Psychologists and Canadian Counselling and Psychotherapy Association, if not registered, and the Board's Employee Code of Conduct.

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3. Evaluation shall consist of a review of all aspects of a Family School Liaison program employee's performance based on their performance expectations.
4. At the commencement of the evaluation, the Family School Liaison program employee must receive written notification (Appendix A), explicitly communicating:
  - 4.1 the reasons for and purposes of the evaluation,
  - 4.2 the process, criteria, and standard to be used for the evaluation, including a copy of the policy of the Horizon School Division pertaining to their evaluation,
  - 4.3 the timelines to be applied, and
  - 4.4 the possible outcomes of the evaluation.
5. A Family School Liaison program employee may, at any time in the process, appeal the procedures of the evaluation to the superintendent who shall, if the superintendent deems the Family School Liaison program employee's reason to be valid, direct a remedy that maintains the integrity of the evaluation process and is fair to the Family School Liaison program employee being evaluated.
6. Family School Liaison program employees, at their discretion, shall be allowed to contribute data to the evaluation process through personal portfolios or other material or information of their choosing.
7. The mid and final evaluation report generated during the evaluation process shall be signed by both parties.
  - 7.1 The Family School Liaison program employee's signature evidences that the report has been received for review.
  - 7.2 The Clinical Team Leader or designate shall provide the Family School Liaison program employee with a copy of the mid and final evaluation report.
  - 7.3 The Clinical Team Leader or designate shall place a copy of the notice of evaluation (see sample in Appendix B), mid-evaluation and final evaluation report in the Family School Liaison program employee's personnel file at Division Office.
8. Family School Liaison program employees shall be provided with a mid-evaluation report by January 31.
9. A final evaluation report shall be provided to the Family School Liaison program employee and the Superintendent by April 30.
  - 9.1 The final evaluation report shall state whether the Family School Liaison program employee meets the performance expectations of the Clinical Team Leader and standards of their governing body if certified, or the College of Alberta Psychologists and the Canadian Counselling and Psychotherapy Association if not registered.

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10. The evaluation shall be used to make an employment recommendation to the Superintendent, which may include:
  - 10.1 closure of the probationary period,
  - 10.2 extending the probationary contract for a subsequent year,
  - 10.3 offering the Family School Liaison program employee a contract,
  - 10.4 making a recommendation to the superintendent to terminate the Family School Liaison program employee,
  - 10.5 making another recommendation which the Clinical Team Leader believes are in the best interests of the Family School Liaison program employee and/or school, and/or
  - 10.6 another action deemed appropriate by the superintendent.
11. The superintendent, upon receipt of the Clinical Team Leader's report, shall take whatever action he/she believes is required.
12. The Family School Liaison program employee shall be given the opportunity to append additional comments to all written reports pertaining to his/her evaluation.
13. In the event that remediation is necessary, the Family School Liaison program employee being evaluated shall receive a Notice of Remediation (Appendix B) and the following steps shall be taken.
  - 13.1 A program of improvement will be undertaken by the Family School Liaison program employee and a reasonable time line for improvement will be set out by the Clinical Team Leader or designate.
  - 13.2 At the end of the time allotted, the evaluation will resume.
14. This policy does not restrict a school board or superintendent,
  - 14.1 from taking disciplinary or other action, as appropriate, where the superintendent has reasonable grounds for believing that the actions, practices, or conduct of a Family School Liaison Counsellor endanger the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school board, or
  - 14.2 from taking any action or exercising any right or power under the *School Act*.

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**APPENDIX A: SAMPLE NOTICE OF EVALUATION**

[DATE]  
[FAMILY SCHOOL LIAISON EMPLOYEE NAME]

Dear [FAMILY SCHOOL LIAISON EMPLOYEE NAME]:

This letter serves as the official notification of my intention to commence the evaluation of your practice. This evaluation will comply with Horizon Policy GCO; Family School Liaison Program Employee Evaluation.

Reason for Evaluation

As a new Family School Liaison Program Employee it is necessary to gather information for the purpose of making an employment decision during the probationary period of your contract. As such, this evaluation will seek to ensure that your practice meets the expectations of the Horizon School Board, and specifically Policy GCO; Family School Liaison Program Employee Evaluation. It will entail a review of the entire scope of your practice. This evaluation process is a formal process of gathering information and evidence over a period of time and uses the application of reasoned judgment by the jurisdiction in determining whether or not your practice exceeds, meets, or does not meet the expectations as outlined in Policy GCO; Family School Liaison Program Employee Evaluation. I look forward to meeting with you for a pre-conference and to discuss the evaluation process with you.

I will be contacting you in the near future to arrange a date and time for our pre-conference meeting.

This evaluation will assess your competence and provide recommendations which I believe are in the best interest for you as a Family School Liaison Program Employee, and the jurisdiction. It will determine whether your practice meets or does not meet the expectations of the Clinical Team Leader, standards of your governing body if certified, or the College of Alberta Psychologists and the Canadian Counselling and Psychotherapy Association if not registered and assist in determining your future contract status. It may outline a remediation plan by which you can improve your practice. The evaluation will be forwarded to the Superintendent so that he is able to make decisions about further employment and changes to your contract status.

You shall be given the opportunity to append additional comments to the evaluation report, and may appeal the process of the evaluation to the superintendent at any time.

For your personal reference I have also included, within this notice, a copy of

Time will be provided during the pre-conference if you have any questions regarding the contents of this memo, but feel free to contact me prior should you so wish. I wish you all the best as the school year begins and I look forward to our pre-conference.

[NAME] and [POSITION]

[DATE]

cc.  
Personnel File

Enc.  
Policy GCNO: Family School Liaison Employee Evaluation.  
standards of your governing body if certified, or  
standards of the College of Alberta Psychologists and the Canadian Counselling and Psychotherapy Association if  
not registered

