
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

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| Policy Code: | GCMA |
| Policy Title: | Staff Supervision |
| Cross Reference: | GCM, GCN, GCAD |
| Legal Reference: | |
| Adoption Date: | August 24, 1999 |
| Amendment or Re-affirmation Date: | August 28, 2019 |

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SUPERVISION SHALL BE CONDUCTED ON AN ONGONG BASIS FOR ALL EMPLOYEES TO ENSURE THAT THEIR COMPETENCE AND CONDUCT ARE IN THE BEST EDUCATIONAL INTERESTS OF STUDENTS, SUPPORT OPTIMUM LEARNING AND THAT DUTIES ARE CARRIED OUT IN RESPECT TO REQUIREMENTS UNDER THE EDUCATION ACT, PROVINCIAL LEGISLATION, REGULATIONS, PROFESSIONAL STANDARDS, BOARD POLICY, COLLECTIVE AGREEMENTS, CONTRACTS, AND JOB DESCRIPTIONS.

DEFINITION

Supervisor are defined as follows:

- For principals, it is the superintendent,
- For teachers, it is the principal or designate,
- For school support staff, it is the principal, learning support teacher or designate,
- For family School Liaison Counsellors, it is the Clinical Team Leader or designate,
- For child and youth care workers and family connection workers it is the Clinical Team Leader or designate,
- For non-school based support staff, the name of their supervisor will be shared with them.

Supervision means the on-going process by which the supervisor leads learning and exercises leadership duties in accordance with their respective obligations under the Education Act and as required by the Leadership Quality Standard and the Superintendent Leadership Quality Standard.

School Support Staff includes all staff covered by the C.U.P.E. Agreement and non-union staff to whom the school division applies the C.U.P.E. Agreement.

Non-school support staff includes the following:

- Maintenance Staff,
- Caretaking employees, and contractors,
- Those excluded Employees with managerial functions or confidential capacity in matters relating to labour relations, in accordance with the provisions of the Alberta Labour Relations Code, and
- Human Resources Coordinator, Payroll/Personnel Coordinator, Secretary Receptionists (Division Office), Transportation Coordinator, Communications & Information Coordinator, Accounts Payable Coordinator, Computer Technicians, FNMI Liaison Counsellor, Family School Liaison Counsellors, Career Counsellors, and the Child Youth Care Workers.

REGULATIONS

1. Supervisors shall develop and use an active school, classroom, and/or worksite visitation program.
2. Supervision should be viewed as developmental, with supervisors providing support, guidance, and encouragement.

Policy GCMA – Staff Supervision, Cont’d.

- 2.1. Regular debriefing meetings shall be scheduled with family school liaison program staff to provide counsellors with an opportunity to discuss cases, concerns, and brainstorm strategies for complex cases.
3. Employees should be open to receiving collegial advice and assistance to refine behavior and practice, identify areas of strength and areas needing improvement, and partake in opportunities for further growth in recommended areas.
4. Supervision is to ensure that employees’ behaviors and practices meets:
 - 4.1. The requirements set forth in the federal and provincial legislation and regulations including
 - 4.1.1. The Education Act
 - 4.1.2. Guide to Education,
 - 4.1.3. The Leadership Quality Standard.
 - 4.1.4. The Teaching Quality Standard.
 - 4.1.5. The courses and programs of study, and educational programs prescribed, approved, or authorized pursuant to the Education Act.
 - 4.2. The declaration of Rights and Responsibilities for Teachers which constitutes part of the Constitution of The Alberta Teachers' Association,
 - 4.3. The Alberta Teachers’ Association Code of Professional Conduct,
 - 4.4. The Code of Ethics and standards of their governing body if certified, or the College of Alberta Psychologists and the Canadian Counselling and Psychotherapy Association if not registered, in the case of family school liaison program employees,
 - 4.5. Their governing body in the case of journeymen maintenance employees,
 - 4.6. The requirements set forth in the applicable Collective Agreement and or employment contract, job descriptions, and employee handbooks, and
 - 4.7. The requirements set forth in jurisdiction policy.
5. Supervisors may observe and receive information from any source about the behavior or practice of an employee.
6. When a supervisor becomes aware of or believes an employee’s competence or conduct may not meet the requirements or expectations of the jurisdiction, the supervisor may:
 - 6.1. address the concerns formatively with the employee in order to resolve the concern,
 - 6.2. initiate a summative evaluation,
 - 6.3. take disciplinary or other action, as appropriate, where the supervisor has reasonable grounds for believing that the conduct of an employee endangers the safety of students, staff, constitutes a neglect of duty, a breach of trust, breach of board policy, or a refusal to obey a lawful order of the board,
 - 6.4. Take action or exercise any right or power under the Education Act, provincial legislation and regulations, collective agreements, and employment contracts.