



Wikwemikong Board of Education Operating Procedures

Human Resources

407 – Non-Teaching Personnel

Legal References:

Related Legal References:

Policy or Procedure Reference: *WBE Operating Procedure 401 – Recruitment, Selection, and Hiring of Staff, WBE Operating Procedure 402 – Criminal Background Check; WUIR Personnel Policies*

1. Purpose

- 1.1. This policy provides guidance for the role, selection, and performance appraisal for non-teaching personnel in the Wikwemikong Board of Education (WBE).
- 1.2. Non-teaching personnel are responsible for a variety of roles in the WBE – adult education, post-secondary, curriculum development, school secretaries, maintenance, bus drivers, Board administrative staff.
- 1.3. Non-teaching personnel support the provision of excellence in teaching and learning, and demonstrate a commitment to students, student achievement, their schools and workplace, and the community.
- 1.4. The WBE is dedicated to recruiting, selecting, appointing and retaining the highest possible quality of personnel for the various non-teaching positions in the School District.

2. Role

- 2.1. Adhering to the Code of Conduct for staff, and depending on their job description, non-teaching personnel in the WBE work collaboratively with pupils, teachers and school-based staff members, system resource personnel, parents, the school council, and community members. They report directly to their principal, and shall fulfil their job descriptions.

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3. Selection

- 3.1. WBE 401 – Recruitment, Selection, and Hiring of Staff, and WBE 402 – Criminal Background Checks will be followed when hiring non-teaching personnel.
- 3.2. The selection process for non-teaching personnel will identify and highlight the specific skills, knowledge, attitudes, and experience necessary for the role.
- 3.3. Specific qualifications relevant to the role will be considered in the selection process.

4. Performance Appraisal

- 4.1. Non-teaching personnel are accountable to the Director of Education through their principal or supervisor.
- 4.2. Supervisors are accountable to the Director of Education.
- 4.3. Principals and supervisors are responsible for the performance appraisal of non-teaching personnel.
- 4.4. The purposes of performance appraisals of non-teaching personnel include one or more of:
 - 4.4.1. planning for growth;
 - 4.4.2. making recommendations with regards to promotion, internal transfers, termination;
 - 4.4.3. monitoring the implementation of recommendations made in previous appraisals;
 - 4.4.4. identifying for the Board, training needs of its staff;
 - 4.4.5. determining the training needs of individual staff members; and
 - 4.4.6. providing information for the Board for its deliberations and decisions.
- 4.5. Newly hired non-teaching personnel will receive one formal performance appraisal in each of the first two years of their appointment.
- 4.6. Experienced non-teaching personnel will receive a formal performance appraisal every five years.
- 4.7. A principal or supervisor may recommend to the Director of Education that additional performance appraisals take place.
- 4.8. Formal appraisals shall be completed by the end of May of the school year.

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5. Individual Improvement Plans and Performance Appraisals

- 5.1. Non-teaching personnel based in schools and programs (e.g., Curriculum, Post-Secondary) will complete Part A of an individual improvement plan (407A) by the end of September of each school year.
- 5.2. By the end of May of each year Part B of the individual improvement plan will be completed by the employee and the principal/supervisor.
- 5.3. All other non-teaching personnel will complete an individual improvement plan modified in discussion with their supervisor, according to the timeline in 5.2.
- 5.4. The individual improvement plans will form the basis for required performance appraisals.

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