

Chapter 4 Human Resources Management

4.2 Performance Management

Introduction

APSEA's mission is to provide quality services and supports to meet the educational needs of children and youth who are blind/visually impaired (BVI) and/or deaf/hard of hearing (DHH). Our approach to professional growth and performance evaluation is designed to support this mission. All positions at APSEA exist for this purpose. The quality of programs and services we provide is dependent upon the knowledge, skills and attitudes of employees who are committed to meeting performance expectations.

Policy Statement

The Atlantic Provinces Special Education Authority is committed to ensuring all employees contribute to the organization's ability to function effectively in the accomplishment of our mission and goals. All employees of APSEA will participate in the Performance Management process.

Definitions

Performance Management - A systematic process which involves all employees as individuals and as members of an interdependent organization.

Performance Evaluation - A compilation of information gathered through conversation, observation and product, used to assess how well the employee achieved performance standards and stated goals culminating in a permanent document which is kept in the employee's personnel file.

Policy Objectives

- (i) To ensure quality programs and services for children and youth who are deaf, hard of hearing and/or blind or visually impaired.
- (ii) To document employee performance and provide individual feedback.
- (iii) To provide opportunities for employee development.

Application

This policy applies to all employees of APSEA.

Accountability, Monitoring and Review

- The Superintendent of APSEA is accountable to the APSEA Board of Directors for compliance with this policy.
- The Superintendent of APSEA or his/her designate will review this policy annually.

Approval Dates

This policy replaces Policy 204 Evaluation, 204.1 Philosophy, and 204.2 Handbook.

Approved: 19 June 2015

Revised:

Communication/Enquiries

For information about this policy, please contact the Superintendent (902/424-8500, apsea@apsea.ca).