

ADMINISTRATIVE PROCEDURE – AP302-1

Employee Development and Performance Appraisal

Area: People & Culture

Policy Reference: Employee Development and Performance Appraisal

Approved: February 24, 2003 (PO315); November 22, 2010 (323); November 22, 2010 (323-1)

Revised: January 10, 2022 (323); November 3, 2025

1. Purpose

This procedure outlines the approach for employee development and performance appraisal for permanent staff of the Durham Catholic District School Board (the “Board”). It aims to promote professional growth, recognize excellence, and ensure accountability in alignment with the beliefs, traditions and teachings of the Catholic Church, strategic priorities, and applicable legislation.

2. Definitions

Nil

3. Procedures

3.1 Performance Appraisals shall be conducted fairly and consistently in accordance with the Ontario Human Rights Code.

3.2 Teachers

3.2.1 Teacher Performance Appraisals and Annual Learning Plans shall be conducted in accordance with the Education Act and its associated Regulations 98/02: Teacher Learning Plans and 99/02: Teacher Performance Appraisal.

3.2.2 Teachers who are new to the profession shall receive two formal performance appraisals during the first year of employment.

3.2.3 Experienced teachers shall follow a five-year appraisal cycle, with one formal evaluation conducted during the designated evaluation year.

3.2.4 All teachers are required to complete an Annual Learning Plan each school year to support ongoing professional growth.

3.3 Principals and Vice-Principals

- 3.3.1 Performance Appraisals for principals and vice-principals shall be conducted in accordance with the Education Act and its Regulation 234/10: Principal and Vice Principal Performance Appraisal;
- 3.3.2 Each principal and vice-principal is required to develop an Annual Growth Plan every school year to support ongoing leadership development;
- 3.3.3 During designated evaluation years, principals and vice-principals must also prepare a Performance Plan that outlines specific goals and strategies aligned with board and Ministry priorities.

3.4 All Other Employees

- 3.4.1 Performance appraisals for all other staff not included above shall be conducted based on local processes that have been established and consistent with any terms of the respective collective agreement and/or terms and conditions of employment.

3.5 Responsibilities

- 3.5.1 Family of Schools Superintendents are responsible for conducting performance appraisals for principals and other designated staff, as required.
- 3.5.2 Principals are responsible for conducting performance appraisals for vice-principals and teachers as well as any other staff members under their direct supervision in accordance with local processes.
- 3.5.3 Vice Principals may also take on responsibility for conducting performance appraisals for teachers as well as any other staff members under their direct supervision in accordance with local processes.
- 3.5.4 The People & Culture department is responsible for maintaining appraisal schedules, ensuring procedural compliance, and securely storing all related documentation.
- 3.5.5 All employees are expected to actively participate in the performance appraisal process and to establish meaningful performance goals that support their professional growth and the mission of the Board.

- 3.6 All performance appraisal records shall be securely maintained by the People & Culture department.

4. Sources

- 4.1 Education Act and Regulations 98/02, 99/02, 234/10
- 4.2 Ontario Leadership Framework

- 4.3 Catholic Leadership Framework
- 4.4 Teacher Performance Appraisal Manual, Ministry of Education
- 4.5 Principal/Vice-Principal Performance Appraisal Manual, Ministry of Education

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 Employee Development and Performance Appraisal Policy (PO302)