

Designated Early Childhood Educator (DECE) Performance Appraisal Process

Administrative Procedure

Status:	Active
Effective:	September 2021
Revision Date:	October 2024
Review Date:	October 2028
Responsibility:	Superintendent of Human Resources

INTENDED PURPOSE

This procedure outlines the Designated Early Childhood Educator (DECE) performance appraisal process. It is the expectation of the Halton District School Board that all DECEs participate in regularly scheduled performance appraisals.

PROCEDURES

This administrative procedure applies to all probationary and permanent DECEs. DECE Performance Appraisals shall be conducted by a school administrator. Ongoing professional learning should be encouraged.

1. The Performance Appraisal Process

- a.* DECE staff will be evaluated at least once during the first school year of employment as a probationary and/or permanent DECE with the board, then on a five-year evaluation cycle.
 - i.* A full school year in which the DECE is on an approved leave of absence will not count towards the five-year cycle for evaluation.
- b.* A list of DECEs scheduled for performance appraisal will be generated by Human Resources and provided to the school administrator and Union each school year. The staff member being evaluated will be notified within the first 20 days of the school year.

Designated Early Childhood Educator (DECE) Performance Appraisal Process

Administrative Procedure

- c. The appraisal process consists of a performance evaluation using the *DECE Performance Evaluation Form* through which a growth OR an improvement plan is developed between the school administrator and the DECE.
- d. School administrators will meet with the DECE to establish timelines and an observation date prior to the start of the evaluation process.
- e. School Administrators will schedule and complete a minimum of one (1) classroom visit to observe the DECE in the classroom.
- f. School administrators will provide a copy of the performance evaluation to the employee and the Human Resources Department by August 31 of each school year.

2. Out of Cycle Performance Appraisals

- a. Requirements of the five-year performance evaluation cycle do not interfere with the discretionary right of a school administrator to initiate and conduct an out of cycle performance appraisal.
- b. A school administrator, in consultation with the Human Resources Department, may initiate an appraisal out of cycle.

3. Unsatisfactory Performance Appraisals

- a. Where an appraisal is "Unsatisfactory", the school administrator will inform the Manager - Human Resources, provide all required documentation and consult as required.
- b. The school administrator will inform the staff member, in writing, that they are "on review". Failure to do so will not invalidate the appraisal.
- c. The school administrator will consult with the DECE and prepare an improvement plan.

Designated Early Childhood Educator (DECE) Performance Appraisal Process

Administrative Procedure

- d. The school administrator will conduct a second performance appraisal within 90 instructional days of giving notice to the DECE of the “unsatisfactory” rating and the expected areas for improvement.
- e. If the second performance appraisal overall rating is deemed to be “Satisfactory”, the DECE will receive written notification that their ‘On Review’ status has been withdrawn and they are now on the five year cycle for evaluation.
- f. If the second performance appraisal overall rating is deemed to be “Unsatisfactory”, a recommendation for either a third performance appraisal or dismissal shall be made to the Superintendent of Human Resources by the school administrator and/or Manager, Human Resources. In such cases, the Superintendent of Human Resources may approve that the DECE enter into a third appraisal, or in consultation with the Director of Education, dismiss the DECE for just cause on the basis of performance.

Attachments

1. [DECE Performance Appraisal Form](#)

Revision History

- October 2024 - minor revisions