

SCHOOL SERVICES OFFICERS PERFORMANCE STANDARDS

In the context of the duties and responsibilities of an employee's position an employee will:

1. Be acquainted with, and effectively carry out, the responsibilities of the position as set out in the relevant position description.
2. Seek feedback on, and improve their knowledge and skills.
3. Act in a professional manner with colleagues and, where appropriate, with students and parents/guardians.
4. Promote a safe and supportive school environment.
5. Understand and act in accordance with the school charter code of practice.
6. Be acquainted, and act in accordance, with the goals and priorities as set out in the school charter.

SSO Performance and Development Plan for 2006

It is expected that each SSO will use the table below to nominate any areas of concern or areas in which they would like professional development or support.

Performance Standards
Be acquainted with, and effectively carry out, the responsibilities of the position as set out in the relevant position description.
Seek feedback on, and improve their knowledge and skills.
Act in a professional manner with colleagues and, where appropriate, with students and parents/guardians.
Promote a safe and supportive school environment.
Understand and act in accordance with the school charter code of practice.
Be acquainted, and act in accordance, with the goals and priorities as set out in the school charter.

Support Staff Performance and Development Plan for 2007

It is expected that each Support Staff member will nominate at least two areas for development during the year. These may be related to

- (a) The Performance Standards described above
- (b) School Charter or other school priority area
- (c) Individual priorities

<i>Professional Standard, Dimension of Teaching or Annual Implementation Plan area. Any other school priority area or individual priority</i>	Intended Action	Key Milestones & Progress measures	SELF ASSESSMENT (progress made)	Issues for discussion or requiring further work or support

FEEDBACK FROM MY TEAM	Learning from the P & D team members	Positive comments	Issues identified requiring further work or support	Contacts suggested to support my plan
<i>Professional Standard, Dimension of Teaching or Annual Implementation Plan area. Any other school priority area or individual priority</i>				
Goal No. 1				
Goal No. 2				
Goal No. 3				
Goal No. 4				

In addition, each staff member should identify professional development priorities for the year. These may relate to the objectives identified above.

PROFESSIONAL DEVELOPMENT PRIORITIES FOR 2007	LEARNING FROM THIS ACTIVITY