

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**POLICY 524: SUPPORT STAFF TRAINING, DEVELOPMENT AND
EVALUATION**

BACKGROUND

The Board of Trustees recognizes that a process for training, development and evaluation of support staff forms the foundation for responsibility and growth.

POLICY

The Board expects the training, development and evaluation of individual support staff to remain current and in line with industry standards.

GUIDELINES

1. Schools deserve the best support services.
2. Support staff are considered competent and expected to maintain their competence.
3. The purpose of the training, development and evaluation process is to keep support staff well trained in current knowledge, skills and abilities.

ADMINISTRATIVE PROCEDURES

[524 AP 001 – Staff Development – Support Staff](#)

[524 AP 002 – Educational Assistant Placement](#)

Approved: March 4, 2008

Revised: January 9, 2017