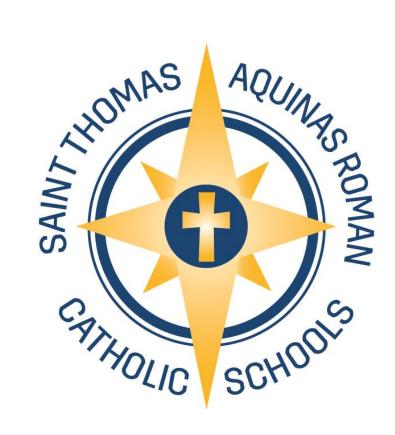
CASUAL SUPPORT STAFF HANDBOOK



St. Thomas Aquinas Roman Catholic Schools 4906 – 50 Avenue Leduc, Alberta T9E 6W9

> Phone: 780.986.2500 Toll Free: 1.800.583.0688 Fax: 780.986.8620 www.starcatholic.ab.ca

SUPERINTENDENT'S MESSAGE



Welcome to STAR Catholic Schools!

This handbook has been prepared as an aid for all individuals who are offering their professional services as a casual staff member to St. Thomas Aquinas Roman Catholic Schools.

The education of our young people is a complex process which is a shared responsibility of school, home and community. In attempting to do our share as a school, we place a high priority on consistent and continuous care. Thus, you perform a most essential service and are indeed a very valuable member of the educational team.

Welcome to St. Thomas Aquinas Roman Catholic Schools, and we sincerely hope that you will find your job as a casual support staff member both rewarding and gratifying.

Together in Christ,

Charlie Bouchard Superintendent of Schools

Revised: September 10, 2021 2

MISSION STATEMENT

"Rejoicing in the way of Christ, we nurture a love of learning in faith-filled Catholic Schools"

VISION STATEMENT

"Souls seeking Christ on a journey of faith, learning and love"

- June 2016 -

REPORTING TO AN ASSIGNMENT & PAYROLL INFORMATION

REPORTING TO AN ASSIGNMENT

 Check in at the front office when you arrive. Ask for any plans/schedules for your assignment.

PAY PROCEDURES AND INFORMATION

- STAR Catholic uses the Automated Dispatch System for casual placements.
- To accept/view the days you are scheduled to work log into ATRIEVE ERP from the division website under staff quick links. You will receive your log-in information in a separate email once your name is added to the list.
- Please refer to the Employee Guide for Replacements.
- Any discrepancies regarding your paycheque can be followed up by contacting Central Office.
- Pay period is monthly and direct deposited on or before the **25th of each month**. Pay vouchers are mailed.
- A copy of the support staff terms of employment can be found at: https://www.starcatholic.ab.ca/careers/employee-agreements

DIVISION SCHOOLS

You may obtain the following documents from each school:

- Staff List and Room Assignments
- Floor Plan
- Assigned Parking (Not all schools)

Revised: September 10, 2021



STAR Catholic Schools

Beaumont

Académie SAINT-ANDRÉ Academy

5811 Rue Eaglemont Beaumont, Alberta T4X 0X1 Phone: 780.929.2961 Fax: 780.929.2815 Grades: K to 4

http://sa.starcatholic.ab.ca

Principal: Curt Baron

Vice Principal: Michelle Symes



École Mother D'Youville

5330 Rue Parc

Beaumont, Alberta T4X 1W4

Phone: 780.929.0792 Grades: 5 to 9

http://mdy.starcatholic.ab.ca

Principal: Jordan Robinson

Vice Principal: Angela Rastovski



Drayton Valley

Holy Trinity Academy

5749 - 45 Avenue Drayton Valley, Alberta T7A 0B6

Phone: 780.621.5735 Fax: 780.621.5733 Grades: 9 to 12

http://ht.starcatholic.ab.ca

Principal: Keri-Lynn Clark Vice Principal: Kirk Nelson



St. Anthony School

4921 - 43 Street Drayton Valley, Alberta T7A 1P5

Phone: 780.542.4396 Fax: 780.542.4429 Grades: K to 8

Also offering Preschool http://stan.starcatholic.ab.ca

Principal: Melissa Highfield Vice Principal: Janelle Molzan



Lacombe

Father Lacombe Catholic School

5114 - 54 Street

Lacombe, Alberta T4L 1G3 Phone: 403.782.9345 Fax: 403.782.9310 Grades: K to 9

http://fl.starcatholic.ab.ca

Principal: Maria Wagner

Vice Principal: Stephanie Amstutz



Leduc

Christ The King School

3511 Rollyview Road Leduc, Alberta T9E 6N4 Phone: 780.986.6859 Fax: 780.986.8186 Grades: 9 to 12

http://ctk.starcatholic.ab.ca

Principal: Dean Heck Principal: Mandy Rantucci



École Notre Dame School

66 South Park Drive Leduc, Alberta T9E 7J1 Phone: 780.986.9300 Fax: 780.986.9322 Grades: K to 6

> *French Immersion K-6* *Also offering Preschool*

http://nd.starcatholic.ab.ca

Principal: Monique Tellier-Phillips Vice Principal: Dustin Fountain



Leduc Continued...

Father Leduc School

400 Sheppard Boulevard Leduc, Alberta T9E 1C1 Phone: 780.986.0045

Grades: K to 8

http://flcs.starcatholic.ab.ca

Principal: Darren Schneider Vice Principal: Chris Kish

Vice Principal: Angela Lobkowicz



St. Benedict School

75 Alton Drive

Leduc, Alberta T9E 7K1 Phone: 780.986.7480 Fax: 780.986.7481 Grades: K to 6

Also offering Preschool

http://sb.starcatholic.ab.ca

Principal: Connie Greer Vice Principal: Amber Hardy



STAR Outreach School

4815 – 50 Avenue Leduc, Alberta T9E 6X8 Phone: 780.980.0955

Alternative Program Delivery http://or.starcatholic.ab.ca

Principal: Dean Heck



Ponoka

St. Augustine School

5520 – 45 Avenue Crescent Ponoka, Alberta T4J 1N6 Phone: 403.704.1155 Fax: 403.704.1195

Grades: K to 12

Also offering Preschool

http://staug.starcatholic.ab.ca

Acting Principal: Kari Davidson Vice Principal: Luc Gratton Vice Principal: Leah Bowie



Wetaskiwin

Sacred Heart School

4419 – 52 Avenue Wetaskiwin, Alberta T9A 2X7 Phone: 780.352.5533 Fax: 780.352.7042 Grades: K to 9

http://sh.starcatholic.ab.ca

Principal: Tara McBride

Vice Principal: Melanie Toohey



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