

# CASUAL SUPPORT STAFF HANDBOOK



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

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Toll Free: 1.800.583.0688  
Fax: 780.986.8620

[www.starcatholic.ab.ca](http://www.starcatholic.ab.ca)

*Serving the Catholic Communities of  
Beaumont, Drayton Valley, Lacombe, Leduc, Ponoka and Wetaskiwin*

## **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,

Laurie Kardynal  
Superintendent of Schools

## 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 paycheck can be followed up by contacting Central Office.
  - Pay period is monthly and direct deposited on or before the **25<sup>th</sup> of each month**. Pay vouchers are mailed.
  - A copy of the support staff terms of employment can be found at: <https://www.staratholic.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)

# 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:* Angela Rastovski  
*Vice Principal:* Tyson Roth

## 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:* Janelle Molzan  
*Vice Principal:* Nicole Kotyk

## 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:* Natalie Painchaud

## 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:* Dustin Fountain

*Vice Principal:* Donna Hayden

*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



**St. Benedict**  
Catholic School  
INSPIRED BY CHRIST

### 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:* Brad Normandeau

*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



Sacred Heart  
School

<http://sh.starcatholic.ab.ca>

*Principal:* Tara McBride

*Vice Principal:* Melanie Toohey