

CASUAL SUPPORT STAFF HANDBOOK



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

Phone: 780.986.2500
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www.staratholic.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,

Charlie Bouchard
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 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.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: 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

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: 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