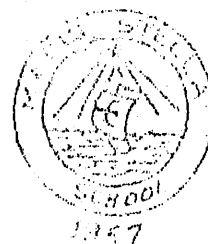
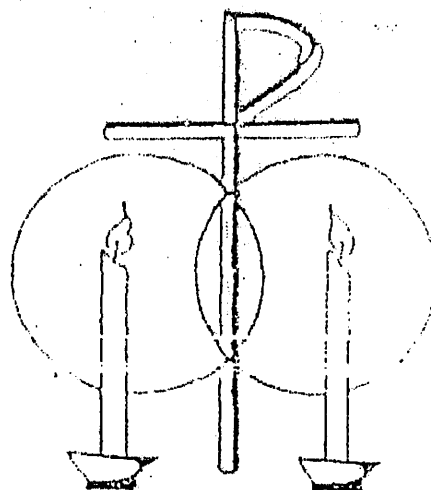


PALAU CATHOLIC MISSION SCHOOLS



Personnel Manual

FIRST EDITION

1997

Chapman

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I. INTRODUCTION

The central focus of the Teacher's Handbook is to create mutual understanding and cooperation among the staff and faculty in dealing with directives and instructions that fostered the mission and of the Catholic Mission Schools. It seems that all comments from the faculty were positive with the approval of what had been illustrated and written. It is agreed that some provisions within the Handbook are too vague or broad, however the content is quite clear and spelled out concisely. The expectancy of the Handbook so to assist the teachers to have a common vision of service that strive to form a good Christian, good person, and a good citizen in the global village. Therefore, the Handbook is to be implemented on the trial basis perhaps for a year. Evaluation and recommendation can be made and discussed among the staff and faculty for amendments or revisions.

II. VISION

The purpose of the Catholic Mission Schools is to nurture the growth of the whole person spiritually, intelligently and physically to be:

- a. Good human being created in the image and likeness of God, who is good. This would seek to develop the innate human gifts and talents, a sense of human dignity and worth, and thus build self-acceptance and respect for others.
- b. Good Palauan born to a concrete reality with a unique character l heritage. This would seek to recognize and nurture the values and uniqueness of the Palauan heritage as one's contribution to human society and thus, build self-respect with unique values to share.
- c. Good Christian founded on the values of Christ, who portray what it means to be an image and likeness of God and like Christ, who was constantly challenging what was unjust, divisive and dehumanizing, and thus through love showed how to be a good human being and a good Palauan.

III. CREDO

Our Credo of The Catholic Schools in the Caroline-Marshall Islands

We believe that our Catholic Schools are one expression of the mandate and mission given to the church by our Lord Jesus Christ.

We believe our particular mission is centered in the students entrusted to us. With these students, their parents and the entire staff of our schools, we strive to create a living community of love which listens to the good news of the gospel, and attempts to bring the good news to the community that surrounds us.

We believe that our whole approach to our efforts in school should be aimed at the integral human development of our school community. All in the community need to grow in responsibility, leadership, self-esteem, knowledge or personal identity and social awareness along with a deeper knowledge of and experience of the love of God, through a program of training in academic knowledge and basic skills, discipline and service to others.

We believe that we should challenge our school community to greatest possible growth in all our God given talents so that these talents can be used not one for individual growth in all for individual growth but for the growth of all people.

We believe in the real value of the different human personalities in our school community and in the positive contribution they can make to the growth of everyone.

We believe that we should serve those who are most in need and most deprived of the opportunities that others might have. So, we believe that our school community must reach out to those beyond the narrow confines of our classrooms.

e believe that we do this by reflecting upon and passing on what has come to us from centuries of Catholic Tradition, even as we work with others and reflect on the needs and opportunities of new times and new situations.

We believe in one another working in different places across a large Diocese. We put our trust not so much in the need of identical programs, curricula and ways of doing things as in our

personal commitment to a common vision and a united effort in our apostolic mission from the Lord.

IV. CODE OF ETHICS FOR THE CATHOLIC SCHOOL TEACHER'S PREAMBLE

This Code of Ethics for the Catholic School Teacher is a concise guide by which to re-examine those values, and renew that vision as it relates to ^{of}no-going commitment to students, parents, community, church, and profession. To some has been given the gift of teaching... ". This gift carries with it both great responsibilities and great personal and spiritual rewards.

A. PRINCIPLE I: COMMITMENT TO THE STUDENT

As Catholic School educators, we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the next. As Christian Catholic Educators, we have a special responsibility to encourage each student to achieve his/her maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling our obligation to the student, we are called to:

1. Help students see the relevance of a Christian value system in their daily lives.
2. Help students learn to relate human culture and knowledge to the good news of salvation.
3. Show Christian concern about the joys and problems of each student.
4. Speak with charity and justice for students even when called upon to discuss sensitive matters.
5. Work with students in preparing liturgies, Para-liturgies and other religious programs.
6. Respect confidential information concerning students and their homes.
7. Plan appropriate service projects for students that will develop their sense of responsibility to the community.
8. Enable students to grow in a sense of self-worth and accountability by selecting activities which promote the positive self-concept as becomes a maturing Christian.
9. Develop the student's knowledge and understanding of the subject(s) for which we are responsible without suppression or distortion.

10. Refuse remuneration for tutoring students assigned to our classes and reject any other use of our students for personal financial gain.

B. PRINCIPLE II: COMMITMENT TO PARENTS

As Catholic school educators, we believe home, community and a society in which attitudes toward Christian values are often challenged influence children. Parents, the source from whom children and youth derive their values, entrust their values, entrust their children to the Catholic schools to instruct, complement, and intensify the education and formation begun in the home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child; therefore, we will:

1. Respect parent's fundamental human right to know, to understand, and to share in decisions that affect the education of their children by:
 - i. Assuring parents of a commitment to ongoing education a profession educator and informing them, upon request, of educational qualifications.
 - ii. Keeping parents apprised of the curriculum and method of instruction.
 - iii. Providing opportunities for parents to help shape classroom and school policies and keeping them well informed regarding all current policies.
2. Develop educational programs and activities to enhance family life as well as the home-school relationship.
3. Respect any confidential information which parents share.
4. Report to parents their child's progress regularly and as needed, in spirit of charity, with professional accuracy and honesty.

C. PRINCIPLE III: COMMITMENT TO THE COMMUNITY

As Catholic school educators, we believe the school community is both an agent of appropriate change and preserver of basic tradition. We consider the school community an integral part of the parish whose people it serves, and a vital force for preparing future civic and Church leaders. In fulfilling our obligation to our apostolic profession, we are called to:

1. Promote the peace of Christ in the world by:
 - a) Modeling peaceful solutions to community conflicts.
 - b) Encouraging a spirit of cooperation and avoiding the extremes in competition.

- c) Developing skills, which will enable students to interact with society for a better world.
- 2. Cooperate wholeheartedly in the continued building of parish life and spirit by:
 - a) Emphasizing the integral nature of the Catholic school within the parish and community.
 - b) Assisting communication concerning parish resources, needs, and events.
 - c) Modeling active participation in one's own parish.
- 3. Develop student potential for constructive Christian leadership within time through the principles of Democracy by:
 - a) Ensuring an adequate understanding of history and its lessons.
 - b) Providing opportunities for taking responsible moral positions on current issues.
 - c) Offering instruction and practice in leadership skills.
- 4. Contribute to the well-being of the area in which the school is located by :
 - a) Reflecting the philosophy of the school in one's attitudes and actions.
 - b) Manifesting respect and appreciation for the work of educators in other schools and system.
 - c) Avoiding inappropriate school activities that disturb the peace and order of the community.

C. PRINCIPLE IV: COMMITMENT TO THE PROFESSION

As Catholic school educators, we believe that professional excellence in Catholic schools directly influences our Church, island country and world. We strive to create a Christian environment, which promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join us in our apostolate of teaching in a Catholic school. In fulfilling our responsibilities as professional educators, we are called to:

- 1. Maintain professional standards by:
 - a) Preserving the reputations of colleagues, administrators, and students.
 - b) Safeguarding the exchange of confidential information.
 - c) Refusing to use the classroom to further personal ends through the sale of any goods, products, or publications.
 - d) Refraining from using the school as a platform for one's own beliefs, which are not in accord with the school philosophy of Church teachings.

- e) Overseeing the duties of non-professional, making sure they assume only those responsibilities appropriate to their role.
 - f) Assisting in the orientation of educators new to a positions and/or school.
 - g) Considering the obligations of the teaching contract as binding in a most serious manner, conscientiously fulfilling the contract.
 - h) Terminating unexposed contracts only because of serious reasons, with the consent of both parties, and after sufficient notice.
 - i) Upholding the authority of the school when communication with parents, students, and civic community.
 - j) Presenting honest, accurate professional qualifications of self and colleagues when required for professional reasons.
2. Seek and encourage person who live a life consonant with Gospel values and Catholic Church teaching to pursue the apostolate of teaching by
 - a) Modeling the faith live and witnessing to the Faith Community on the parish , vicariate, diocese, national and world levels.
 - b) Exemplifying the teachings of Jesus Christ by dealing with children and adults in true love and justice.
 - c) Exhibiting knowledge of the Church documents, especially "To Teach as Jesus Did", "Sharing the Light of Faith", and "The Catholic School".

V. DIRECTIVES FOR MORAL DEVELOPMENT

The following are directives to guide or influence growth in moral development:

1. Model teaches directly, and encourages profound respect for human dignity.
2. Make sure that staff, which should agree to undertake responsibility for moral education, properly understands the concept of moral education.
3. Bring about close communication between students and moral adults.
4. Make school rules and the consequences for disobedience as clear to the students as possible.
5. Enforce the rules firmly and consistently without confusion.

6. Give the students some degree of self-government; establish close communication in rule making and rule adherence.
7. Decentralize the institution to produce psychological viable groups.
8. Provide outlets for aggression and anti-authority feeling.
9. Arrange criteria of success in the institution so that as far as possible students can acquire prestige and self-confidence.
10. Use the older students to help the slower.
11. Use milieu other than the classroom.
12. Mix students as much as possible on cooperative rather than competitive activities.
13. Teach conceptual and linguistic skills.
14. Teach facts relevant to moral decision making (e.g. judicial law, professional ethics, economics).
15. Use teaching techniques designed to objectify moral and psychological problems (e.g. film, drama, role playing).

VI. THE MINISTRY OF THE EDUCATOR

- I. Ministry to Catholic Education means that the educator is filled/gifted with Charisma, Call and Commission.
 1. Charisma is the inner call from Christ to be an educator in the midst of our people.
 2. Commission is the formal invitation to serve in Catholic educational ministry.
 3. We have a great responsibility to each other, that is , to help each other to be aware of our sacred call.
 4. An awareness that God has called each one of us to be an educator in Catholic Mission School Expands the sense of one's well being and ennobles the motivation to be a dedicated person.

II. Qualities of the Teacher/Educator

1. Declaration on Christian Education states that teachers in Catholic Schools "should bear testimony by their lives and their teachings to one Teacher, who is Christ".

2. The following qualities are goals toward which the dedicated teacher in a Catholic School should strive to bear out this testimony or foster them.
 - a). **Faith Qualities:** The effective Catholic School educator witnesses students a commitment to Gospel values and the Christian tradition and calls students to a similar faith commitment.
 - b). **Relational Qualities:** Relates with the student's parents and colleagues/fellow teachers and works collaboratively with others in a variety of situations. He/She shows enthusiasm and spirit of teamwork.
 - c). **Professional Qualities:** Integrates religious beliefs with secular (cultural) knowledge.
3. **Personal Characteristics:**
 1. Is committed to personal, professional, and spiritual growth for self and others and views self as an ongoing learner.
 2. Is accountable and accepts professional evaluation of his/her own performance.
4. **Cognitive Abilities:**
 1. Demonstrates understanding of how young people develop religiously and of how the role of teachers plays in this development
5. **Facilitation Skills:**
 1. Models the abilities and attitudes that students are expected to learn.

VII. SCHOOL PRIORITIES

- A. The Palau Catholic Mission Schools is committed to create and develop the spirit of Christian Family and Christian education.

By our attitudes, we show our knowledge of God as the Creator of life, who is love and the source of all things.

We are disciples practicing Christ's teaching of brotherhood/sisterhood and so to value, respect and honor each other as we would to ourselves.

We are who we are, as Palauans appreciate and keep the Palauan heritage. We are the vehicle of knowledge and development of natural resources as God's consistency unique gift to the Nation of Palau and its people.

We have the sense of responsibility and pride to be the citizen of our country, Palau.

- B. A school family, Jesus is the Model of our thoughts, attitudes, of our words and speeches, and of our actions. His living love is the core of our self-worth. We are encouraged to acquire new knowledge, skills and internalize gospel values which are already in the culture, so we could be enriched to our full potentials, good member of our Church, family, and society.
- C. As committed Catholic Mission Schools Teachers/Staff, we believe and are guided by Christian Principles and moral Values to dedicate and implement the work of Catholic Education.

The Palau Catholic Mission Schools pay attention to/and are concerned with the growth and learning process of individual students.

VIII. GOALS AND OBJECTIVES:

As teachers of Catholic Schools, we strive to be formed and developed as coworkers of Christ. We opt to be molders, planters, motivators, and models of a Good Person, Good Christian, Good Palauan and/or others.

1. Model their lives and teachings to the life and teaching of Jesus Christ.
2. Witness to students their commitment to Gospel values and Christian Tradition and be a beacon for students to faith commitment.
3. Work as team to develop good relationship with students, parents, teachers/staff and colleagues.
4. Strive to integrate religious beliefs in their lives and to recognize and nurture gospel values, which are already in the culture of the people.
5. Be responsible and committed to personal, professional, and spiritual growth for self and others.
6. Accept the self as a learner and be accountable and accept professional evaluation of his/her performance.
7. Demonstrate understanding of the growth and development of young people and evaluation of his/her performance.
8. Facilitate skills and be models of abilities and attitudes, which the students are expected to learn.
9. Promote and encourage participation in worship and liturgical life of the church.

10. Provide sufficient time for classroom daily prayer and reflection, to promote the awareness of God's presence in one's life.
11. Live a moral and redemptive life.

IX. PRACTICAL RULES AND GUIDELINES

1. Teachers are well groomed and well prepared at all times.
2. Teachers enforce classroom rules as well as school policies.
3. Teachers practice etiquette.
4. Focus on establishing the classroom as a community where the participants will live and learn together in an atmosphere of respect and security.
5. Choose punishments that relate to the offense, stressing with the child, where possible, the effect of his or her action in the group.
6. Make distinctions between criticism of academic work and criticism of behavior and between rules for the good order of the school and rules affecting justice and human relations.
7. At all times, teachers should always be prepared for his/her class.
 - a) A brief daily lesson plan based from the course syllabi and the unit/quarterly/semester lesson plan book. This may be done a day or two ahead.
 - b) Mastery of the lessons is a must.
8. We expect our students to be punctual. In fairness to them, all full-time employees are expected to be in school before the first bell.
9. If you feel you have done your work for the day, you are not required to inform the Principal or the Secretary before leaving the campus. You can inform anybody and leave.
10. Inform the office whenever you are unable to come to work.
11. Leave your lesson plans where, in the event that you are absent so your classes can be carried out without interruption of daily activities.
12. All teachers are expected to handle minor problems in class. It is strongly recommended that a teacher take the initiative of talking to a student privately. There are rooms available such as the Media Room (MSS) or Audio-Visual Room, if a student-teacher conference is needed. If a teacher feels that he/she needs help in dealing with the

- problem, the class moderator/homeroom teacher should be referred to the principal. Avoid sending students out of class without specific instructions or directions.
13. Do not send students to get supplies from the office.
 14. Teachers are asked to help make sure that all students go home after school. Do not allow students to loiter on the school campus.
 15. Religious services are an integral part of a Catholic School. All teachers are required to attend all these activities on time.
 16. There is no specific work attire for teachers at CMS. However, all teachers are expected to come to classes in neat and modest attire.
 17. Teachers are expected to attend PTA meetings, faculty meetings, and any other meetings specified by the Principal, Vicar, Director, or Department head.
 18. Conflicts between teachers are strongly recommended to be solved in a very professional manner and not in front of students. NEVER should a student be a sacrificial lamb to any conflict between teachers.
 19. It is very helpful that all teachers know the learning styles of all their students, so that a teacher can adjust his/her teaching methods or techniques to meet the individual needs of the students.
 20. All teachers have authority over all students. We should also keep in mind that we are expected to give due respect to all the students entrusted to us regardless of color, race, gender, religion, and social status.

Section II

I. CLASS MODERATORS/HOMEROOM TEACHERS

1. Class moderators/homeroom teachers are expected to:
 - a) Be responsible for the general welfare of all the students in the class. The Homeroom Teacher should be with his/her class for morning prayer.
 - b) Coordinate the class activities including the extra curricular and making of classroom rules.
 - c) Take attendance and send attendance slips to the school office, (Mindszenty High School).

- d) Report student's behavioral and/or disciplinary problem to the principal. Recommending students for counseling. If the conflict is not solved then like all serious matters it must be brought then to the Principal and/or Director, who will have the last say.
- e) Fill out report cards and permanent records.
- f) Keep the supplies and educational materials issued to the class. Prepare or decorate the classroom as a learning environment.
- g) Assign seating arrangements.
- h) Provide grade sheets to teachers every quarter.
- i) Supervise and assist the students with up-keeping of the classrooms and all the work and activities outside the classroom.
- j) He/she approves all of the campus activities for the class, and class activities planned by class officers.
- k) He/she must be informed of the entire informal curriculum and out of the classroom activities, which the class might be involved in.
- l) He/she handles disciplinary and behavioral problems of his/her class. Make decision of when should a student be sent to the Principal.
- m) He/She has the final say when simple conflict arises about grades, awards, or other problems facing the students in the class. All serious matters it must be brought to the attention of the Principal and on the Director of the schools if necessary.

2. For School Funds

- a) All work, supply orders which will cost more that the approved budget for a fiscal year should be ratified by the CMS office before ordering. In any event that this was not reported to the office no issuance of the check could be done without the approval of the office.
- b) All Palau Catholic Mission School employees could only ask for their advance pay period. This could only be given when there is cash money available.
- c) All the checkbooks, saving account books and cash on hand of the Catholic School should be kept at the Catholic Mission Office.

X. TASK AND JOB DESCRIPTION

1. Palau Catholic Mission Schools Director

- a) Assists the Vicar by promoting and supervising the overall apostolic work of the two Palau Catholic Schools.
- b) Keep the Vicar informed of the schools progress, development as well as needs and changes of programs and activities.
- c) Implement the directives from the vicariate office to ensure the achievement of the goals and objectives set for the apostolate of these schools.
- d) Promote and approve development programs and in service training for teachers and staff.
- e) Screening learning materials, textbooks, innovative programs, before any action is taken on them.
- f) Approve curriculum, extra curricular activities especially religious education, school calendar, and the plan of action for a school year.
- g) Liaison between the schools and the vicariate/parish and government agencies especially the Department of Education.
- h) Evaluate the overall operation and services given by the schools.
- i) Working with the PTA, the Principal and school faculty/staff to ensure that the schools be financially self-supporting.
- j) Implement school funds policies.
- k) Seeing the overall up-keeping of the school buildings and facilities.
- l) The Director of the Palau Catholic Mission Schools is accountable to the Vicar

2. Principals: Maris Stella and Mindszenty High School

Both Catholic Schools should have a close and good relationship with the office of the Director of the Palau Catholic Mission Schools. There should be a link of communication, which will inform the Palau Catholic Mission Schools office of all the events, activities, and changes of approved and calendared programs etc., that take place in the Catholic Mission Schools. The Principals are accountable to the Director of the Catholic Mission Schools.

The main areas of responsibilities are:

1. Supervise the teachers, staff, and the programs of the school on a day-to-day basis.

2. Supervise the implementation of the policies, goals and objectives of the school on all school days.
3. Supervise and assist teachers in their teachings, and other assignments.
4. Implement the approved curriculum, and extra-curricular of the school.
5. Recruit and assign teachers to their classes and any needed task.
6. Handle disciplinary problems when it is beyond the capacity of homeroom teacher's authority and ability. Refer students to the counselor.
7. Assist/find assistant for new teachers with their lesson planning.
8. Make the school calendar and supervise the Plan of Action for the coming year and submit it to the director for the approval.
9. Prepare and submit annual budget for a new school year.
10. Dialogue with the teachers and prepare school orders of textbooks and school supplies.
11. Sign report and submit reports as required from time to time.
12. Supervise all approved activities of the school.
13. Recommend dismissal of teachers and students.
14. Perform other duties given by the director of the schools.
15. Inform the office of the Palau Catholic Schools and the vicariate office of all the activities and events which the schools will be involved in.
16. Meet regularly (at least every quarter) with the faculty to discuss progress and needs for improvement for the school.
17. Approve all notes/letters to parents and guardians.
18. Accountable to the Director.

3. Assistant Principal

1. Is a liaison person between teacher/principal and between teachers.
2. Supports and unifies teachers as a group.
3. Assists the principal in providing help for new teachers and acquaint them with the Palau Catholic Mission Schools Policies.
4. Assists the principal and/or counselor in settling disciplinary and behavioral problems.
5. Contacts parents of individual students when necessary.

6. Assists the principal in referring students to the Director for consideration of dismissal or long-term suspension.
7. Assists the principal in planning of agendas for teachers' meetings.
8. Represents the school in the absence of the principal.
9. Assists the principal in planning and processing changes of school's existing programs and policies.
10. Assist the principal in preparation of the budget for the coming school year.
11. Attends PTA officers' meeting with the principals and the director, and the principals'/directors' meeting.
12. The Principal and Assistant Principal will have quarterly meetings to evaluate the overall growth progress of the school community.
13. He/She is accountable to the Principal.

4. Counselor

1. Encourages students in his/her studies and behavioral progress.
2. Plans and develop programs of activities that may help behavioral progress/ disciplined students.
3. Works closely with the homeroom teacher and the teachers in whose subjects or classes the students or student is having difficulty or always misbehaving.
4. Guides students toward recognition of their potentials, as well as their weaknesses and assist them toward achievements rather than failure and frustrations.
5. Keeps the Principal and the parents/guardians informed of the students with disciplinary problems and also those who may have physical handicaps that might hinder their learning progress or affect their learning progress or affect their behavior.
6. Guides the students in their growth in knowledge, psychological needs and spiritual growth.
7. Guides the students to value themselves and others. And to be persons of service to their families, their school, their community, and the church.
8. Finds means to help the students in their learning process such as books, articles, and persons that might be of assistance.
9. Assists the students with scholarship application, and selection of institutions for further studies.

10. The Counselor is accountable to the Principal.

5. Accountant

This person's office is located at the Parish Office Building. He/she is responsible for:

1. Keeping the books up-to-date.
2. Handling the school funds for both Maris Stella Elementary School and Mindszenty High School, and other accounts pertaining to the schools, presently we have, Maris Stella School, Mindszenty High School.
3. Preparing paychecks for payday.
4. Paying bills, taxes etc. for the schools.
5. Making financial reports every month.
6. Receiving, recording, depositing tuition, registration and fees payment.
7. Making, sending out reminders for unpaid tuition.
8. Implementing policy for all school funds.
9. Making disbursement of the money available for maintenance, teachers and staff salaries, (cleaning, gas and teachers treat and recreation with the approval of the director).
10. He/She is accountable to the director of the Catholic Schools.

6. Maris Stella School Secretary

The Principal of the school will make the job description for the Maris Stella School Secretary. But generally he/she would be a person who:

1. Is in the school's office at all times during working hours, is receiving and delivering messages to and from school.
2. Takes care of and gives out school supplies to the teachers and staff.
3. Is the link between the parents and the principal/assistant principal and/or teachers?
4. Helps prepare and send out messages to the parents.
5. Takes teachers/staffs attendance.
6. Shops and provides cleaning supplies.
7. Takes notes, prepare and reports minutes of teacher/staff meetings and provide information to Catholic Mission Schools office.

7. Mindszenty High School Secretary

1. Is in the school's office at all times during working hours, is receiving and delivering messages to and from school.
2. Keeps and updates the records or files of the students and the school.
3. Keeps track of the office supplies and informs them from the principal when needed.
4. Keeps track of the Daily Attendance Sheet and makes sure that each Class Moderator submits this sheet after last class of the day. Records absences and latenesses in the Attendance Register and reports to the principal any of students with an attendance problem.
5. Performs the normal duties of an office receptionist.
6. May assist teachers on their needs such as making copies of test, etc, depending on her workload.
7. Keeps the office neat and clean all the times.
8. Takes notes, prepare and reports minutes of teacher/staff meetings and provide information to Catholic Mission Schools office.
9. Prepares Transcript of students.

7. Maintenance

This person will be directed by the person whose work is being done in general:

1. He/she takes maintains buildings and equipments of the Palau Catholic Schools and the Catholic Mission.
2. He/she estimates cost and shops for the work to be done.
3. He/She keeps/takes care of the equipments and material in the storage building or room of the Palau Catholic Schools.
4. He/she checks and maintains the electricity.
5. He/she helps maintaining/caring for the overall good and security of the Palau Catholic Mission Schools and The Catholic Mission
6. Accountable to the Principal.

8. Teacher Aide

Nature of Work:

An employee in this position is responsible in assisting and teaching staff by performing instructional duties. Work is performed under the immediate supervision of he Principal

of the school to which he/she is assigned. This position differs from that of Certified Teacher in that the employee in the higher position has complete qualifications and experience.

a. Requirements: high school graduate or GED

- 1) Background knowledge of subject areas assigned.
- 2) General knowledge of local culture and people.
- 3) Enthusiastic and experienced in dealing with children.
- 4) Must be neat, organized, and creative.
- 5) Follows instructions and works well in any situation with different people.

b. Duties & Responsibilities

Assists the teaching staff by performing any combination of the following duties.

- 1) Coordinates instructional efforts with Classroom Teacher.
- 2) Plans and prepares various teaching aids such as charts, graphs, etc.
- 3) Presents subject matter to students.
- 4) Takes roll call and keep attendance records.
- 5) Grades students' works.
- 6) Testing, examinations, and other evaluations.
- 7) Maintains order and cleanliness of classroom and school.
- 8) Tutoring lessons
- 9) Conferences with parents
- 10) Clerical work such as typing or filing pertaining to instructional materials.
- 11) Other related duties as assigned by supervising teacher or the Principal.

c. Accountable to Homeroom Teachers

10. Department Heads

1. Prepare and submit his/her department plans and activities and list of needed materials before the beginning of a school year.
2. Coordinate the necessary co-curricular activities within respective departments.
3. Consult with teachers in the respective department and submits plans to improve existing curriculum of the department.
4. Work with the teachers to write a consolidated Learning Outcomes of subjects within the departments.
5. Visit classes of their departments and assist/find means to assist if needed.

11. Sports Coordinator

1. Plans and implement what type of games is played in the intramurals.
2. Schedules and designates teachers/assistants to officiate all intramural games throughout the school year.
3. Designates coaches to teams.
4. In charge of all sports activities during special occasions if any.
5. Custodian of all equipments and submits inventory and equipment requisitions, if necessary, at the beginning and at the end of the school year.
6. Accountable to the Principal.

12. Librarian

1. Use standard method to set up the library.
2. Develop schedule for the use of the library.
3. Custodian of all the library materials and equipments and teachers resource materials.
4. Establish and enforce regulations for using the library.
5. Submits orders for library materials and equipments and teachers resource materials when necessary.
6. Maintains the library clean and organized. May assign responsible students to maintenance duties.
7. Accountable to the Principal

XI. FACULTY & STAFF GROWTH AND DEVELOPMENT

The Administrator of the Palau Catholic Mission Schools encourage and assist all faculty staff to strive for their growth and development of the following areas.

- a) Spiritual – Planning, participation and involvement in activities such as Day of Prayer or Retreat, In-Service Training, etc., to increase knowledge of as well as deepen, our Faith.
- b) Academic – Pursue and achieve higher credentials by continuing education, workshop, trainings, etc., for the betterment of the employee and employee productions.
- c) Social – Enhance value and quality of communication and human relations at work, at home, and to the community.

XII. STAFF COMMITTEES

These committees are set up at the beginning of each school year. The Principal appoints the Committee Chairperson and members. An employee may decline position for valid reasons.

- a) Academic Committee – Comprised of all academic subject. Members are assigned according to what they teach.
- b) Social Committee – Responsible for planning and organizing of social events and special occasions to promote harmonious working relationships.

XIV. SUPERVISION AND SEPARATION

- a) Admonishment – An admonishment is an informal disciplinary measure. The Principal may discuss at any time minor deficiencies in performance or conduct with the objective of improving teaching effectiveness.
- b) Reprimand- A reprimand is a formal means of calling to an employees attention minor deficiencies in performance or conduct which, if continued, may result in further disciplinary measures. It is the first formal step in the disciplinary process. Reprimands are always in writing and contain specific references to performance deficiencies, citation of instances of misconduct, and a warning that more stem disciplinary measures may be taken, if the employees performance or conduct is not improved. There is no recourse to formal appeal processes as a result of a reprimand; however, an employee who feels a reprimand is not justified may resort to a grievances procedure.
- c) Grievances Procedures – An employee who has feeling of being treated unfairly or unjustly may file an appeal or complaint through the proper line of authority. Teachers to Principal to Director to Vicar.

XV. SUSPENSION AND SEPARATION FOR PERSONAL CAUSE AND DISCIPLINARY REASONS.

The authority to take adverse actions is limited to the Principals of Maris Stella School and Mindszenty High School with the approval of the director of Catholic Mission Schools Office. An action against an employee may be taken under these paragraphs only if doing so will be for the good of the schools and an opportunity for an individual to reform.

- a) **Suspension** – A suspension is an action placing an employee in non-duty and non-pay status for disciplinary reasons for a period of time. Cause for suspension may be taken for the following
- 1) Under the influence of alcohol or illegal drugs during working hours.
 - 2) Immoral conducts
 - 3) Irresponsibility in duties
 - 4) Repeated tardiness
 - 5) Unexcused Absence
- b) **Resignation** – Resignation shall be in writing and shall be submitted at least thirty (30) working days in advance of the effective date.
- c) **Termination** – An employee may be terminated from employment in the event he/she contracts on infectious or contagious disease which endangers the health of others, or becomes mentally incapacitated or is otherwise permanently physically disabled and can no longer perform duties of position assigned.
- d) **Firing** – A teacher may be fired if he/she does not live up to the expectation of the Palau Catholic Mission Schools' goals and objectives.
- 1) Not living a moral life after a teacher has been brought attention of his/her behavior. He/she may be fired if it is for the good of all people involved but not before warning and given time to reform/change (Problems: moral, drinking, teaching, teaching against the Catholic Church. See p. 31, suspension)
 - 2) Neither students nor teachers should be expelled without the knowledge of the Palau Catholic Mission Schools Office or the Vicariate Office.

XVI. COMPENSATION

The Director of Palau Catholic Mission Schools shall assign all cases in the position classification plan to appropriate pay levels in the Base Salary Schedule in accordance with the following:

- a. Type and level of work
- b. Degree of difficulty and responsibility
- c. Quality and level of qualifications requirements
- d. Performance rate of duties

Salary shall be fixed at the first step of the appropriate pay level upon initial appointment.

In addition, the basic principles underlying the position classification system are:

- a. Equal pay for equal work (according with work done).
- b. Variations in pay in proportion to substantial difference in difficulty of responsibility and qualifications.

XVII. EMPLOYEE BENEFITS

1. Leave with pay:

- a. **Personal Leave** – Personal leave can be neither accrued nor carried over from school year to school year. Only five (5) days of personal leave may be granted during the school year. Requests must be made in advance for approval.
- b. **Sick Leave** – Employees shall accrue sick leave at the rate of two (2) hours for each biweekly pay period in which they are in pay status for the entire ten days, otherwise there will be no accrual for such period. Sick leave may be accrued from school year to school year. An employee is allowed ten (10) days of sick leave during the school year. In the event that an employee is absent because of illness, injury, or quarantine in excess of three (3) days, he or she is required to furnish a certification from their attending physician. The Principal or his designee may require certification for other such periods of illness as appropriate.
- c. **Maternity Leave** – Maternity leave may be granted to married female employees to allow them to spend much needed time with their newborn following birth or even earlier due to medical reasons related to pregnancy. Maternity leave may take thirty (30) to one hundred eighty (180) days. However, only thirty days will be considered a leave with pay.
- d. **Compassionate leave** – Employees may be granted five (5) days of personal leave with pay in case of death in the immediate family. Immediate family is defined as an employee's parents, spouse, brother or sister, grandparents, uncle or aunt, and immediate in-laws. Compassionate leave notification must be submitted to the Principal before it can be taken. The employee shall be responsible for initiating his or her request for leave using forms, or documentation, or explanatory materials as may be required. Request must make the necessary staff adjustments. In consideration of all requests, the Principal may approve, disapprove, or make modifications to them. If the required certification is not furnished, all absences which would have been covered by such shall be indicated as leave of absence without pay

assigned work. The Principal and the teachers/staff on a person-to-person basis, must arrive at an understanding of the work objective to be met, and the manner in which they may be reached. All teachers and staff will be evaluated twice during the school year using the Professional Performance Rating provided in this handbook.

XXI. COMMISSIONING /RENEWAL

As a sign of recognition as well as encouragement, yearly commissioning and renewal for all faculty and staff, new and old, will be held at the very beginning of each school year. The Church will perform the commissioning at the closest possible schedule to the start of school.

XXII. CONTRACT

The contract for the Palau Catholic Mission Schools is for a school year. All the employees of the schools are asked to sign their contract in the beginning of a school year.

THE TEACHER AS A PROFESSIONAL:

1. Competent in performing his/her job	1	2	3	4	5
2. Knowledge of subject assigned to teach	1	2	3	4	5
3. Teaching abilities	1	2	3	4	5
4. Creativity and innovative in teaching	1	2	3	4	5
5. Ability to use pedagogical techniques and Instructional materials to meet both individual and group needs of the students.	1	2	3	4	5
6. Consistent and good command in using test and other instruments in evaluating students.	1	2	3	4	5
7. Extent in which the teacher motivated students undertake meaningful independent learning.	1	2	3	4	5
8. Extent in which the teacher provides the Students to courteously exercise self- discipline and direction.	1	2	3	4	5
9. Extent of professional presentation and organization of teaching materials.	1	2	3	4	5
10. Orderly accurate and prompt in doing Student Records, reports, etc.	1	2	3	4	5
11. Promptness in performing assigned task	1	2	3	4	5
12. Punctuality	1	2	3	4	5
13. Attendance	1	2	3	4	5
14. Fulfillment of classroom responsibilities	1	2	3	4	5
15. Attitude toward self-improvement	1	2	3	4	5
16. Cooperation with supervisor personnel and openness to professional evaluation of teaching performance.	1	2	3	4	5
17. Discipline/conducting duties professionally	1	2	3	4	5
18. Efficient in carrying out duties	1	2	3	4	5
19. Keeps good discipline in class	1	2	3	4	5

THE ABOVE RATING IS BASED UPON:

_____ Classroom observation on _____
_____ Date Subject _____
_____ Other _____

Describe:

Excellent or Poor rating require explanation on reverse side. Does teachers/staff have

promotional possibility? Yes _____ No _____

Do you recommend: _____

Demotion Yes _____ No _____

Contract renewal Yes _____ No _____

Teacher

Principal

Date: _____ Date: _____

Cc: Personal file
(Original)

Teachers/staff
(2nd copy)

(LWOP). Falsified documents shall be considered sufficient cause for disciplinary action.

2. Compassionate Benefits:

- a. Insurance/Medical Fund – In the event of on the job injury or acquired illness, the employee shall be entitled to benefits under the Workmen Compensation insurance contract by CMS. The employee is responsible for reporting any on the job injury or illness to the employee's supervisor as soon as possible.
- b. **Badek/ Assistance** – The Palau Catholic Mission School donates or gives no less than one hundred dollars (\$100.00) and no more than two hundred fifty dollars (\$250.00) to the teacher and staff whose immediate family (parents, spouse, immediate off-spring [natural or culturally adopted]) had passed away/faced with tragedy.

XVIII. LEAVE WITHOUT PAY

- a. Tardiness – Tardiness shall be charged to leave without pay at the end of the pay period. The timekeeper shall determine the total number of minutes the employee has been late at the end of the pay period and thus will result in a loss of pay. Disciplinary measures will also be taken for repeated tardiness.
- b. Unauthorized Leave – Unauthorized leave or Absent Without Leave (AWOL) is charged to an employee who is absent from duty without appropriate authorization. An employee absent, except in bona fide emergencies, shall be subject to loss of pay and possible disciplinary actions.

XIX. PERFORMANCE EVALUATION.

Teachers/staff performance evaluation is essential for:

- a. Improving employee effectiveness.
- b. Providing administration with a basis for relating teachers/staff performance to other pertinent personnel administration activities.

The interim board shall ensure that the principal reaches a clear understanding with the teachers/staff, of the standards of performance, which must be met in accomplishing,

PROFESSIONAL PERFORMANCE RATING

TEACHER _____ ASSIGNMENT _____

RATING SCALE

1 - OUTSTANDING

2 - GOOD

3 - ADEQUATE

4 - FAIR

5 - UNSATISFACTORY