



Section: **Roles and Responsibility**  
Policy #: **1815**  
Policy: **Duties and Responsibilities of Support Staff**

Date Approved:  
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## **Duties and Responsibilities of Support Staff**

Secretarial, maintenance, custodial, Education Assistants and other support personnel are employed by CIS of Nelson Diocese as it deems necessary for the efficient operation of the school. CISND designates the specific duties to be performed under the supervision of the Principal.

All personnel are expected to be aware that they are working in a Catholic school and that they have the obligation to work with others to promote a genuine Catholic atmosphere while attending to their duties and responsibilities. Employees whose words or actions show disregard for this obligation will not be retained in the employ of the school.

1. Employees are expected to be examples of Christian witness to students.
2. Communication between employees and the Council pertaining to employment or school issues will be through the Principal.
3. Employees will be responsible for the supervision of students on school property outside of the classroom, as well as in any other locations where students may be on school-sponsored activities.
4. Employees will assist in promoting the proper maintenance and care of all facilities and equipment of the school.
5. Employees will ensure that they are taking steps to continue their professional and religious development, and will attend any and all special functions organized for this purpose and approved by the Council.
6. Employees will keep all school information confidential.