




HR009	Duty Statements Policy
Purpose	To provide clarity to the different roles within the Free Reformed School Association (FRSA).
Authority	
Policy	All employees of the FRSA will be governed by written duty statements outlining responsibilities, to whom responsible, duties, and authority.
Delegation	ESG / Board
Related Policies	Staff Induction Policy (HR001)
Date approved	Nov 2009; Nov 2016; Nov 2017
Next Review Due	November 2020
Review Authority	Governance for Management positions directly responsible to the Board Management all other positions
Keywords	Duty Statements; Role statements; Responsibilities; duties;

Authorised by:	
ESG Chairman	J Swarts
Date:	20 November 2017

All duty statements are reviewed when needed.

We recognise the following positions in the FRSA:

	Review Authority
FRSA Administration Positions	
Accounts and Payroll Officer	Management
Administration Manager <i>(still under review)</i>	Governance
Administration Secretary/Human Resources	Management
Administration Support to the Board Secretary	Management
Bus Driver	Management
Chief Executive Officer	Governance
IT Network Administrator	Management
IT Support Officer	Management
Maintenance Officer	Management
Management Accountant <i>(still under review)</i>	Management
Secretary to the Board	Governance
Office of Reformed Education Positions	
Curriculum Co-ordinator	Management
Curriculum Writer	Management
Principal	Governance
Teacher Training Coordinator	Management
Teaching / Learning Co-ordinator	Management
School Based Positions	
Deputy Principal	Management
DTC Assistant (JCCC)	Management
Early Years Coordinator	Management
Education Assistant	Management
Head of School	Management
Learning Area Co-ordinator	Management
Library Assistant (JCCC)	Management
Music Assistant (JCCC)	Management
Principal	Governance
Secretary to the Principal	Management
Science Assistant (JCCC)	Management
Student Support Officer (new)	Management
Teacher	Management
Year Co-ordinator	Management



Accounts and Payroll Officer Duty Statement

Responsibility:

The Accounts and Payroll Officer is to assist the Administration Manager & Management Accountant with the administrative and financial affairs of the Association in accordance with Board policy and direction.

To Whom Responsible:

Administration Manager

Duties:

The position entails three main areas: membership, accounts and payroll:

1. Membership

- Ensure that membership records in database are updated as much as possible to provide the actual situation at any moment in time
- Administer daily payments and gifts from contributors (members) and donors via the incoming bank transactions and, fortnightly, via the count sheet received from the receiving treasurers
- Send out member statements every quarter via Receiving Treasurers to members & donors
- Email Financial Year Statements to Members/Donors
- Liaise with Board Secretary for purpose of Membership Committee meetings.
- Liaise with members and donors in relation to incorrect payments and incorrect details
- Process and record Voluntary Increased Commitment payments

2. Accounts

- Process supplier invoices into MYOB and record against the correct account and job code.
- Prepare payments of invoices in accordance with the due date
- Reconcile suppliers' monthly statements with own records and follow any discrepancies with suppliers and staff
- Reconcile Bank Accounts on a daily basis
- Reconcile Loan and temporary accounts End Of Month
- Prepare and process yearly tuition invoices as well as monthly and interim invoices as required e.g. bus invoices, DTC
- Follow up overdue invoices with parents and clients. Provide weekly report to Administration Manager of outstanding invoices.
- Prepare and process Bank Deposits
- Assist Management accountant with EOM financial reports for School Councils and Board
- Process and record Debit cards reconciliation as well as petty cash reports in conjunction with local school secretaries
- Prepare & Print EOM financial reports
- Make sure that daily backups are processed in MYOB and close off month after reconciliation. Close off and back up calendar year in conjunction with Management accountant
- Make sure filing and archiving of invoices and reports is in accordance with current procedures
- Attend to staff requests
- Send out Financial Year Statements for Capital Campaign in Building Fund

3. Payroll

- Execute the timely and accurate calculation and payment of fortnightly (and individual) salaries and wages in accordance with current policies.
- Execute the timely and accurate calculation and payment of superannuation and PAYG tax
- Maintain employee records for employment, salary, FTE records as well as annual, long service leave entitlements, salary packaging, and FBT
- Keep employee card up-to-date in relation to employee details
- Monitor staff leave entitlements (holiday, long service leave, personal leave)
- Process and send yearly payment summaries
- Record and monitor staff payments in relation to Electronic device policy
- Liaise with Human Resource Officer regarding all staff changes
- Close of payroll year in MYOB in conjunction with management accountant.

4. Other

- Provide back up with phone and reception queries as required
- Make sure that there are sufficient stationery materials
 - Order Stationery supply to the value of \$500; orders higher than this amount in conjunction with Administration Manager
- Check and record Account Code Allocations
- Assist Admin Manager with School Grants paperwork
- Electronic device Arrangements
- Ensure Accounts Office is tidy & organised for smooth operation. Also ensure that systematic filing is in place.
- Assist the Auditors with questions paperwork
- Ensure MYOB data files are regularly verified and optimized to ensure smooth operation. The accounts secretary is also responsible for any MYOB upgrades, etc.
- Instruct staff to record and process supplier invoices with a correct account and job code
- Instruct principals to record staff absentee records in the correct way.

Authority:

The Accounts and Payroll Officer is to conduct his/her activity in accordance with the agreement determined with the administration manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.



Administrative Secretary / Human Resources Officer

Duty Statement

Purpose:

To assist Principals in complying with relevant statutory obligations, attend and prepare for ESG meetings, update policies, and maintain employee files and records.

To Whom Responsible:

Administration Manager

Duties:

- Prepare ESG meeting agendas, minutes and document proposals
- Follow-up on action items; remind managers to submit items for agenda on time
- Cater for ESG meetings
- Coordinate review and updating of policies and procedures
- Update / implement forms as required
- Maintain employee files and records
- Prepare and process various letters to staff members re: appointments, change of contract/FTE, increments, etc
- Assist with interview process
- Maintain & ensure TRB registration and WWCC records are valid & up-to-date
- Maintain relief pool list
- Process Workers' Compensation claims
- Assist Administration Manager in various secretarial duties
- Maintain maintenance register
- Maintain keys register for JCCC
- Provide back-up for Reception
- Various other duties as required by Administration Manager

Authority:

The Administrative Assistant / Human Resources Officer is to conduct his/her activity in accordance with the agreement determined with the administration manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.

Administration Support to the Board Secretary Duty Statement

Responsibility:

The role of the Administration Support to the Board Secretary is to assist the Secretary to the Board with administration tasks relating to the Board and Committees.

To Whom Responsible:

Secretary to the Board

Duties:

Outcomes – Operational

Under the direction of the Secretary to the Board, assist with the following:

- Compiling Board meeting agenda items, and attend Board meetings as minute recorder if and when required
- Outgoing Board correspondence
- Making the necessary preparations for Association meetings
- The coordination processes for the election of new Board Members (and JCCC Council members)
- The coordination process of the induction of new Board members (ie preparing the induction book)
- The coordination process of the Principal Appraisals (ie preparing the appraisal books)
- Business Plan Committee items
- The Preparation of meetings of the Careers in Education Committee and attend and minute the meetings. Assist with all relating activities.
- Membership Committee action items, including new membership queries and applications, managing the membership data base, and supporting the Membership Coordinator in his/her role
- Other administrative tasks as required at both a governance and management level.

Requirements

- Full confidentiality in all matters relating to Board, Membership Committee and Human Resources
- Good organisational and time management skills
- Verbal and written communication skills.

References

- FRSA Constitution
- Policies
 - G002 Opportunity to attend Board Meetings Policy & Procedure
 - G003 Guidelines for Written Submissions to the Board Policy & Procedure
 - G009 Membership Contributions & Arrears Policy & Procedure
 - G010 Terms of Reference Policy & Procedure
 - Membership Committee
 - CIE Committee
 - G011 Board Decisions Requiring Majority Vote Policy & Procedure

- FRSA Corporate Plan / Business Plan
- Principal Appraisal Process

Authority:

The Administration Support to the Board Secretary is to conduct his/her activity in accordance with the agreement determined with the Board Secretary, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.



Bus Driver Duty Statement

Responsibility:

The Bus Driver is responsible to transport students to and from the John Calvin Christian College (JCCC) in an organised and efficient way. The bus driver may also be involved in school excursions as requested.

To Whom Responsible:

Administration Manager

Duties:

- Pick up students from various spots as decided by the Administration Manager and transport them to and from the JCCC Armadale according to time schedule
 - Morning run: arrival time Armadale 0830 at the latest
 - Afternoon run: departure time Armadale 1515 (or earlier if all the students are on the bus)
- Transport students from the JCCC or one of the primary schools during school time
- Bus driver must maintain order on the bus in accordance with a set of rules (as determined by the bus driver and principal)
 - Report misbehaviour of students during the trip to the Principal of the school (or person in charge)
- Enforce school safety standards by allowing only students and supervising adults to board
- Keep inside and outside of the bus clean and in a presentable condition
- Fill tank with fuel, and maintain correct oil and brake fluid levels, as well as maintain correct tyre pressure
- Report the required maintenance as per logbook to the Administrator; bus defects should also be reported as soon as possible
- Organise repairs to the bus
- Make decisions regarding urgent maintenance costing up to \$500
- Weekly / monthly reports on trips or runs, work hours, kilometres, and the amount of fuel consumption and maintenance
- Bus should be parked at Armadale campus during holidays.

Responsible for:

- Safety of children during the trip.
- The bus driver is not responsible for the safety of the students before they enter the bus or leave the bus at the end of the trip. However the bus driver is requested to contact the parents or school if incidents outside the ordinary occur (e.g. student not turning up)
- Reporting misbehaviour of students during the trip to Principal of JCCC / Primary school
- Picking up and drop off children according to time schedule
- Reporting required maintenance according to the logbook to the Administrator
- Informing back up driver on time in case of absence.

Requirements

- Physical:
Bus Driver must be in good health, needs good hearing, good eye vision, normal blood pressure, etc.
- Drivers should be alcohol and drug substance free whilst on duty.
- Any health issues that may affect the driving must be reported to the Administration Manager.
- Licence:
Driver must be in possession of a MR (Medium Rigid) licence as a minimum. If a driver is paid for his/her job he/she also needs to be in possession of an F-endorsement. Voluntary drivers do not need this endorsement.
 - Driver must have a HR (Heavy Rigid) licence if the vehicle has more than two axles.

Other Arrangements

- Keys should not be left in the bus. Alternative spare set is at the minister's house and / or Rockingham Primary School.

Authority:

The bus driver will conduct his / her activity in accordance with the agreement determined with the Administration Manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.



IT Network Administrator Duty Statement

Responsibility:

The role of the Network Administrator is to support the FRSA Information Technology (IT) infrastructure as directed by ESG and the Administration Manager.

To Whom Responsible:

To the Administration Manager

Duties:

- Develop and promote the Reformed ethos of the school as set out in the Association's Strategic Plan. Contribute towards the development of the IT facility within the schools
- Provide desktop, application and network support to all school campuses
- Work as an integral member of central FRSA Administration team in providing a high level of "customer" service
- Attend to on-site support requests at all FRSA campuses as required
- Keep abreast of current trends in IT infrastructure and applications particular of education
- Implement short and long term IT plans as directed by the ES.
- Communicate regularly with the Principals on IT support matters including both incident and problem resolution
- Discuss with Principals regularly their plans and goals for IT implementation at their schools
- Assist corporate leadership with IT related software and hardware products and other equipment purchases in line with FRSA policies
- Interface with the security systems when required to update and maintain the database
- Filter student network access as directed by the ESG and principals at each school
- Maintain site licenses for the organisation
- Evaluate tests and recommend appropriate technology for use in the educational environment
- Develop and maintain the schools' LAN and WAN networks and ensure they are working in an efficient and reliable manner
- Monitor school networks for outages and unusual activity in order to respond to issues that may arise as quickly as possible
- Identify utilisation patterns and their effect on operation/system availability and performance expectations
- Attend meetings as required by the Administration Manager
- Purchase IT equipment as approved by the Administration Manager
- Maintain an efficient LAN network and minimise down time of the network
- Keep an up-to-date license register for network licenses and remove any unlicensed software from network and devices
- Liaise with principals and stakeholders on a regular basis regarding requirements and bottlenecks
- Ensure high standards are maintained in all areas of IT Support
- Provide direction to the IT Support Officer where required
- Purchase IT maintenance items as required and also replacement equipment from the asset register when required
- Report any breach of IT policy to management

Authority:

The Network Administrator will conduct his/her activity in accordance with the agreement determined with the administration manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.

IT Support Officer Duty Statement

Responsibility:

The position of the Information Technology (IT) Support Officer is to provide support for hardware devices, software applications, networks and to give technical advice for all school campuses. This position also involves assisting the Network Administrator in all IT related technical affairs of the Association in accordance with Board policy and direction.

To Whom Responsible:

Administration Manager

Duties:

Outcomes – Operational

- Regularly attend to on-site support requests at all FRSA campuses
- Contribute towards the development of the IT hardware within the schools and offices.
- Prepare annual replacement schedule of IT equipment: computers, notebooks, tablets, as well as Multimedia projectors
- Assist in installation and replacement of IT devices in schools (computers & printers), notebook, tablets (student and staff). Dispose of depreciated IT assets.
- Assist and maintain classroom setup of Multi Media projectors, wireless projection devices, and sound systems as required
- Maintain and improve the FRSA website and other software services hosted by FRSA
- Assist in organising the distribution of Bring Your Own Device notebooks amongst students at JCCC (9-12, Armadale / 7 – 10 Bunbury)
- Solve hardware and software faults and prioritise/manage them as they arise, for both staff and students
- Provide support for both Windows and Mac platforms.
- SEQTA technical officer - Coordinate and monitor new implementation areas for the SEQTA software and ensure changes are completed.
- Assist and coordinate staff using SEQTA applications
- At least once a year review together with Network Administrator and Principal the progress of IT usage in the school at technical level
- Be a team member of JCCC IT committee
- Upon request from principals or Head of Schools organise and give small training sessions about software and applications to staff
- Keep database of all IT hardware equipment up to date, including BYOD of students
- Liaise with Management Accountant in relation to IT equipment and asset register
- Replace IT Network administrator in day to day work during absence
- Support and assist as directed by the Network Administrator and or Administration Manager

Responsibilities

The IT support officer is responsible for:

- Supporting school staff and students when their own hardware devices (notebooks and tablets) are not working and when software running on these devices cause problems.
- Ensuring that any down time (programming site/ usage of SEQTA not hardware) in SEQTA is limited to a minimum. Liaise with SEQTA regarding changes in required applications

- Ensuring that down time of IT devices used by staff and students is limited as much as possible
- Communicating with principals in relation to IT changes/development (hardware / software) within the schools
- Replacing IT devices in the schools as per asset replacement plan
- Removing unauthorised hard and software from schools' property
- Reporting illegal use of hardware and software to management
- Repairing IT devices as suitable and / or organising relevant contractors
- Making changes to website as required by schools
- Coordinating and organising changes to SEQTA as required by schools.

Authority:

The IT Support Officer is to conduct his/her activity in accordance with the agreement determined with the administration manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.

Maintenance Officer Duty Statement

Responsibility:

The maintenance officer is responsible for repairing and rectifying defects at school campuses as soon as possible. The officer will organise small projects and will organise and supervise skilled trades persons.

If there are safety hazards the risk will be assessed and necessary action will be taken.

Principals and staff have direct access to the maintenance officer via email. Emergency matters are to be reported verbally.

To Whom Responsible:

Administration Manager

Duties:

1. The following are key responsibility areas for the position:
 - a. Maintain the school buildings and facilities in an efficient and effective manner
 - b. Support major functions / events of the school
 - c. Attend to maintenance tasks required to ensure buildings and facilities are in good order, including: repairing breakages and damage (plaster, windows, doors etc); undertaking maintenance and repairs of equipment and furniture; making and repairing outdoor furniture; assets and other resources; rectifying faults that occur with electrical blackouts and other "disasters"; servicing equipment such as heaters, lights, etc; monitoring door furniture and keys; minimising wear and tear
 - d. Ensure the facilities are safe to use by students, staff, and visitors
2. Undertake other maintenance related duties as requested by the Administration Manager
3. Organising and supervising
 - a. Organise skilled trades persons to repair as required: electrician, plumbing, etc
 - b. Organise regular compliance matters: fire extinguishers, heaters, air conditioners, switchboards, tagging, etc
 - c. Coordinate and supervise cleaning services in the schools. Make regular checks of cleaning services
 - d. Coordinate and make regular checks of work done by grounds contractor
 - e. Coordinate security system and security concerns of the school
4. Occupational Safety and Health (OSH)
 - a. Organise regular OSH checks at the school and facilities
 - b. Report to principal and Administration Manager; report will be used for reporting to Board
5. Minor capital works
 - a. Advise Administration Manager of minor capital works
 - b. Organise minor capital works
6. Vehicles
 - a. Coordinate car maintenance
 - b. Coordinate bus maintenance together with bus drivers
7. New development
 - a. Develop a preventive maintenance schedule for all FRSA facilities

- b. Ensure that the condition of the buildings is in accordance with OSH legislation and the building code
 - c. Together with Administration Manager organise preparation of annual budgets of building, grounds, and cleaning
8. Personal training
Be prepared to undergo training where necessary.

Qualifications & requirements

- Driving license
- Working With Children Check
- Vehicle / Tools

Authority:

The maintenance officer will conduct his / her activity in accordance with the agreement determined with the Administration Manager, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.

Secretary to the Board Duty Statement - Board

Responsibility:

The role of the Secretary to the Board is to assist the Board and its Committees in matters of administration in accordance with Board policy and direction.

To Whom Responsible:

To the Chairman of the Board.

Duties:

Outcomes – Strategic

- Identify items to be included in reports to the Board and determine issues that may require Board decisions
- Provide administrative leadership to the activities of the Board and all Standing or Advisory Committees ensuring they comply with Terms of Reference adopted by the Board.

Outcomes – Operational

- Manage the day to day activities of incoming Board correspondence
- Compile, together with the Chairman, Board meeting agenda items, attend Board meetings as minutes recorder
- Attend, together with the Board Chairman, to outgoing Board correspondence
- Direct and monitor the implementation of relevant Board decisions
- Make the necessary preparations for Association meetings and attend the meetings as minute recorder
- Coordinate processes for the election of new Board Members (and JCCC Council members)
- Coordinate the induction of new Board members
- Update and maintain the Board policies and procedures relating to Governance in conjunction with the Board/relevant committees
- Co-ordinate the Principal Appraisal Process for all Principals
- Make the necessary preparations for Business Plan Committee meetings and attend the meetings as minute recorder and co-ordinate related activities
- Prepare, attend, and minute meetings of the Career in Education Committee including relating activities
- Prepare for, attend, and minute meetings of the Membership Committee and follow up any actions as instructed at the meeting. Be responsible also for other related activities, including new membership queries and supporting the Membership Coordinator in his/her role
- Prepare, attend, and minute meetings of 'Board appointed Occasional Committees' as required
- Organise, together with Human Resources officer, the appointment letters for principals, senior management and new teaching staff.
- Be involved in other governance related Board activities as directed by the Chairman of the Board
- Manage day-to-day work of assistant

Requirements

- Full confidentiality on all matters relating to Board, Membership Committee and Human Resources.

- Good organisational and time management skills
- Verbal and written communication skills

References

- FRSA Constitution
- Policies
 - G002 Opportunity to attend Board Meetings Policy & Procedure
 - G003 Guidelines for Written Submissions to the Board Policy & Procedure
 - G009 Membership Contributions & Arrears Policy & Procedure
 - G010 Terms of Reference Policy & Procedure
 - Membership Committee
 - CIE Committee
 - G011 Board Decisions Requiring Majority Vote Policy & Procedure
- FRSA Corporate Plan / Business Plan
- Principal Appraisal Process

Authority:

The Secretary to the Board will conduct his / her activity in accordance with the direction received from the Chair of the Board, the Policies and Procedures of the FRSA, and the FRSA Code of Conduct.

Curriculum Coordinator Duty Statement

Responsibility:

The Curriculum Coordinator will manage the aspect of curriculum writing as per the Strategic and Annual Plans of the Office of Reformed Education.

To Whom Responsible:

The Curriculum Coordinator is responsible to the Principal of the Office of Reformed Education.

Duties:

- Maintain appropriate connection with ACARA and SCSA in relation to changes to curriculum requirements and report these to the schools in a manner as agreed.
- Develop a sense of general and learning area specific curriculum requirements as pertaining to its implementation in a reformed school and assist curriculum writers in this for their particular area.
- Establish the common outline for use in all curriculum documentation.
- Meet with the curriculum writers to ensure that the writers have a:
 - Clear understanding of the requirements of the writing task
 - Good sense of the dynamics of the document they are required to produce
 - Good understanding of the manner of operation and the timeline for the work that needs to be done.
- Assist curriculum writers by:
 - Discussion surrounding the specific requirements for their curriculum areas
 - Arranging meetings for curriculum writers with focus teachers in schools
 - Assisting curriculum writers in working with feedback received from focus teachers
 - Providing feedback on the progress of the documents they are writing.
- Oversee the curriculum writing process to ensure that the project can be completed in the allotted time frame.
- Together with curriculum writers arrange and be involved with meeting teachers to roll out the document and assist with implementation aspects, in as much as time allows.
- Communicate with Teaching and Learning Coordinators in relation to the overall and specific intent of the document in relation to them providing further implementation support.
- Modify existing curriculum documentation to align with the agreed set up.
- Liaise with the JCCC Learning Area Coordinators to develop existing documentation to incorporate the Years 7 – 10 (and possibly Years 11 and 12).
 - Maintain contact with the Office of Reformed Education Principal and provide advice in relation to: Changed curriculum requirements
 - Problems encountered in the writing process as well as the solutions that have been implemented
 - Progress of the curriculum writing process
 - Other matters pertaining to curriculum.
- Support the principal in reporting to the Board in relation to all matters on the Office of Reformed Education Curriculum agenda.

Authority:

The Curriculum Coordinator will be appropriately guided and constrained by the FRSA policies that are incumbent on FRSA schools and its employees, and the FRSA Code of Conduct.

Curriculum Writer Duty Statement

Responsibility:

The Curriculum Writer will write the John Calvin Schools' Curriculum K – 10 for the nominated area to appropriately comply with the FRSA charter for education in its schools and the SCSA curriculum requirements.

To Whom Responsible:

The Curriculum writer is responsible to the Curriculum Co-ordinator of the Office of Reformed Education.

Duties:

- Meet with the Curriculum Coordinator as and when required to ascertain the requirements, the dynamics, the arrangements and the progress of the curriculum writing process.
- Write the curriculum document for the nominated area in line with the stipulated outline.
- Obtain and work with feedback from the schools (by way of a focus teacher) to ensure that the document is a workable document for all schools involved.
- Meet with the schools to disseminate the broad intents and ideas underpinning the document and provide assistance with the early phase of curriculum implementation in accordance with the document produced.
- Prepare the finalised document in the approved manner for submission to and adoption by the Board.

Authority:

The Curriculum Writer will be appropriately guided and constrained by the FRSA policies that are incumbent on FRSA schools and its employees, and the FRSA Code of Conduct.

Office of Reformed Education Principal Duty Statement - Board

Purpose:

The Principal of the Office of Reformed Education (ORE) will take responsibility for the overall management of the Office of Reformed Education.

To Whom Responsible:

The Principal of the ORE is responsible to the Board.

Duties:

Planning:

- Consult with other school leaders and develop a strategic plan for the operations of the Office of Reformed Education
- Oversee the implementation of the strategic plan, once approved by the Board
- Consult with other school leaders to develop annual plans, in line with the strategic plan, for actioning in each school year
- Oversee and implement annual plans, once approved by the Board.

Staff:

- Manage and deploy ORE staff members, and others who may contribute to the mandate of the ORE, in the best possible way, in fulfilment of the ORE mandate
- Provide direction, advice and support to ORE staff in the fulfilment of their duties
- Undertake duties as per the ORE mandate, in accordance with area of speciality and available time.

Promotion:

- Publicly promote the work of the ORE to the members of the Association and more widely as needed.

Management:

- Manage the affairs of the ORE in accordance with the arrangements within FRSA to manage aspects of its operations.

ESG:

- Contribute as a full member of the ESG; support the ESG in the fulfilment of its mandate and seek the advice of the ESG in relation to the fulfilment of the ORE mandate.

Reports:

- Arrange reports to the Board, in accordance with the ORE mandate.

Authority:

The Principal will be appropriately guided and constrained by the FRSA Code of Conduct and the FRSA policies that are incumbent on FRSA schools and its employees.

Teacher Training / Teacher Support Coordinator Duty Statement

Responsibility:

The Teacher Training / Teacher Support Co-ordinator will provide appropriate pre-service and in-service training and support for teachers teaching at John Calvin Schools.

To Whom Responsible:

The Teacher Training / Teacher Support Coordinator is responsible to the Principal of the Office of Reformed Education.

Duties:

- Manage, oversee and conduct the pre-service education for people aspiring to become teachers in John Calvin Schools, with a view to equipping them for their task as teacher in a reformed school
- Conduct, in conjunction with and at the behest of the principals of the schools, in-service training to teachers working in the John Calvin Schools in matters pertaining to the reformed character of the education provided by the schools
- Engage in other projects, as agreed by the principals of the schools, and as documented in the Strategic and Annual Plans for the Office of Reformed Education, which provide support to teachers and school leaders in relation to their tasks
- Deliver to other Office of Reformed Education professional learning functions in consultations with the Office of Reformed Education Principal
- Be active in supporting other functions of the Office of Reformed Education by way of advice, writing, speaking and the provision of resources
- Attend and contribute to Office of Reformed Education staff meetings as and when called by the Principal
- Manage organisational aspects relating to specific areas of responsibility within the Office of Reformed Education mandate.

Authority:

The Teacher Training / Teacher Support Coordinator will be appropriately guided and constrained by the FRSA policies that are incumbent on FRSA schools and its employees, and the FRSA Code of Conduct.

Teaching / Learning Coordinator Duty Statement

Responsibility:

The Teaching Learning Coordinator will be responsible for developing a framework for teaching and learning that is meaningful and effective within the context of reformed education and assisting principals and teachers in relation to implementing that framework in the schools.

To Whom Responsible:

The Teaching Learning Coordinator is responsible to the Principal of the Office of Reformed Education.

Duties:

- Develop appropriate frameworks for teaching and learning, appropriate to the different stages of schooling, that reflect the scriptural basis of the school and highly effective teaching practice
- Conduct professional learning in relation to the framework as a whole and encourage skill building in relation to details of the framework
- Assist principals in the implementation of the adopted framework within their schools
- Assist teachers in their classrooms in relation to implementation of framework in their professional practice
- Build individual and school capacity in relation to embedding the framework as a whole in the school's learning practices and culture
- Assist the principals in connecting the framework to matters surrounding induction and performance appraisal processes
- Where required, work with students to help them understand the requirements of the framework in relation to improving their learning habits and methods
- Encourage and arrange networking across the schools in relation to the problems encountered and successes achieved.

Authority:

The Teaching Learning Support Coordinator will be appropriately guided and constrained by the FRSA policies that are incumbent on FRSA schools and its employees, and the FRSA Code of Conduct.

The Teaching Learning Coordinator will further take direction from and respect the authority of the principal of the school and work within the parameters set by the principal in relation to that school.

Deputy Principal Duty Statement

Responsibility:

The deputy principal will support the principal in the execution of his / her duties with respect to students and staff generally and will function as relieving or acting principal in the absence of the principal.

To Whom Responsible:

The deputy principal is responsible to the principal of the school in relation to the execution of his / her duties.

Duties:

- Provide support to and be an understudy to the principal in his / her duties in relation to:
 - Leading the reformed message
 - Leading teaching and learning
 - Developing self and others
 - Leading improvement, innovation and change
 - Leading the management of the school
 - Engaging and working with the community
- Manage specific tasks within the principal's areas of responsibility as determined by the principal and as are manageable within the time allotted to duties
- Provide advice to Principal in matters relevant to the operation and functioning of the whole College, including planning, recruitment of staff, staff deployment, school budget and resources
- Participate in Leadership Team meetings and other forums in matters relevant to the operation and functioning of the whole College
- Keep abreast of current trends in policy development, curriculum offerings and curriculum delivery
- Attend meetings of the School Council and / or other sub-committees, as requested

Authority:

The deputy principal will conduct his / her activity in accordance with the agreement determined with the principal, the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Design & Technology (DTC) Assistant (JCCC) Duty Statement

Responsibility:

The DTC assistant is responsible for the operation of a wide range of activities in relation to the running of the Technology department.

To Whom Responsible:

The DTC assistant is responsible to the Technologies Learning Area Coordinator and the principal of the school in relation to the execution of his / her duties.

Duties:

The DTC assistant is to assist staff in the Design Technology Centre by:

- Maintaining the workshop
- Maintaining tools and equipment
- Assisting with storage and preparation of materials in readiness for projects
- Taking care of stock control
- Purchasing materials, tools and equipment
- Undertaking other supportive duties at the discretion of the Technologies Learning Area Coordinator
- Being sensitive to the educational needs of students in the Design Technology Centre.

Working hours are flexible.

Authority:

The DTC assistant is to conduct his / her activity in accordance with the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Early Years Coordinator Duty Statement

Responsibility:

The Early Years Coordinator will assist the principal by providing leadership and support to early childhood staff (Kindergarten to Year 2).

To Whom Responsible:

The Early Years Coordinator is responsible to the principal of the school in relation to the execution of his / her duties.

Duties:

- Leadership Responsibilities:
 - Conduct regular Early Childhood team meetings with teachers & education assistants (EA)
 - Determine needs within the school
 - Liaise with principal about these needs
 - Help implement/source quality Professional Learning (PL)
 - Discuss the Quality Improvement Plans (QIP) requirements with staff
 - Relay back to staff the audit outcomes
 - Develop and maintain a consistent approach to teaching and learning from K-2 (seamless curriculum) following Early Years Learning Framework (EYLF) guidelines.
- Support staff during student referrals:
 - Discuss needs of the child to determine best course of action (with focus toward early intervention)
 - Liaise/meet with outside agencies (School Psychologist, Inclusive Education consultants, Occupational Therapy, Speech)
 - Support staff in the writing of referrals and reports
 - Support staff to develop individual document plans, to support or extend students at risk.
- Meet with staff members individually to develop a Professional Learning plan.
- Regular Meetings with the Principal:
 - Inform of programs and practices
 - Inform of current best practice and legislated changes that impact the school
 - Discuss needs and successes of students
 - Discuss PL needs/wants of Early Childhood Staff (either requested by staff or recommended for staff members).
- Induct new Early Childhood staff.
- Be responsible for the Early Years' budget.
- Documentation Responsibilities:
 - Document National Quality Standards : Quality Improvement Plans (QIP)
 - Take responsibility for documenting and maintaining QIPs

- Meet with Principal to discuss current QIP
- Do a strengths, weaknesses, opportunities, threats (SWOT) analysis before the audit is conducted
- Debrief after the audit
- Conduct regular safety audits of Early Childhood play area.

Authority:

The Early Years Coordinator will conduct his / her activity in accordance with the specific instructions provided by the Principal, as well as the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Education Assistant Duty Statement

Responsibility:

The Education Assistant will provide support to teachers by implementing specific learning programmes with individual or groups of students and assisting with other duties normally undertaken by the teacher.

To Whom Responsible:

The Education Assistant is responsible to the teacher they have been assigned to and ultimately to the principal of the school in relation to the execution of their duties.

Duties:

Education Assistants may be deployed for in class support or for working with special needs students.

- Assist the teacher with care and supervision of students.
- Arrange instructional materials for delivery of lessons to individual students or small groups of students.
- Provide instruction to individual students or small groups of students in accordance with a documented plan, at the instruction of the teacher.
- Provide physical support to students in relation to special needs including feeding, movement, toileting, showering, and other specific provisions that might be necessary.
- Assist the teacher with the care of students especially on school excursions, sports days and other special activities.
- Support the teacher in other duties such as arranging classrooms, organising displays, supervision of students and other administrative duties.
- Collaborate and communicate with the teacher and / or other education assistants in relation to the instructional programme and support for a child or a small group of children.
- Attend meetings at the direction of the teacher; where meaningful, attend staff meetings at the direction of the Principal and / or Head of School.
- Where possible provide support to the principal and the staff in the overall functioning and sound operation of the school.

Authority:

The Education Assistant will conduct his / her activity in accordance with the specific instructions provided by the teacher to whom he / she is assigned, the Head of School and the Principal, who may provide specific direction in relation to the deployment of education assistants, as well as the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Head of School Duty Statement

Responsibility:

Heads of school will support the principal in overseeing and managing the operation of the school.

To Whom Responsible:

Heads of School are responsible to the principal of the school in relation to the execution of their duties.

Duties:

- Ensure a healthy and safe environment for students and teachers within the school to learn and work in
- Facilitate, supervise, encourage and support staff in their task as teachers
- Arrange and lead meetings of section staff as required
- Supervise and direct student activity, performance and behaviour
- Organise parent information evenings as appropriate
- Arrange dissemination of information to parents
- Liaise with other school leaders and where necessary and appropriate other educational providers
- Arrange and attend to organisational and administrative matters
- Support the principal in the overall management and leadership of the school
- Participate in Leadership Team meetings as and when required by the principal
- Manage specific areas in the overall management of the school, as arranged by the principal
- Undertake teaching duties as specified.

Authority:

Heads of School will conduct their activity in accordance with the agreement determined with the principal, the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Learning Area Coordinator's (LAC) Duty Statement

Purpose:

Learning Area Coordinators are appointed to be in charge of specific departments within the school.

To whom Responsible:

Learning Area Coordinators are responsible to the Principal for the manner in which they administer their departments.

Duties:

This role description should be read in addition to the Teacher duty statement.

- To motivate, guide and coordinate the work of teachers within their subject area, in order that teachers have a clear understanding of requirements and to ensure a cohesive approach within the subject
- To monitor work standards of the students in their area of responsibility and to direct teachers to continually aspire to high standards
- To arrange and discuss with teachers professional development relevant to teaching within their areas
- To promote their department and the learning within it across the school and the school's curriculum
- To counsel students regarding subject choices
- To oversee purchase and storage of resources and attend to such administration as is relevant to their departments.

Authority:

The Learning Area Coordinator will conduct his / her activity in accordance with the specific instructions provided by the Principal, as well as the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Library Assistant (JCCC) Duty Statement

Responsibility:

The library assistant is responsible for providing the clerical support required by the librarian in the provision of an efficient library service to the staff and students of the college.

To Whom Responsible:

The library assistant is responsible to the librarian and the principal of the school in relation to the execution of his / her duties.

Duties:

- **Clerical / administrative support:**
 - Operate library systems:
 - data entry for borrowers and resources
 - Provide clerical support for the ordering and receipt of new resources and materials
 - Process, prepare and maintain physical resources and materials
 - Process payments for lost & damaged books, printing, binding, laminating

- **Customer service:**
 - Process loans, returns and reservations of library resources in a timely and effective manner
 - receive and deal with initial information requests
 - assist members of the school community to access the library's resources
 - assist members of the school community to access facilities such as printing, binding, laminating

- **Maintenance of physical resources, facilities and environment:**
 - Assist in maintenance of the library environment at an acceptable level of tidiness and safety
 - Shelve and display resources
 - Maintain equipment (photocopier, printer, binder)
 - Set-up displays

Authority:

The library assistant is to conduct his / her activity in accordance with the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Music Assistant Duty Statement

Responsibility:

The music assistant is responsible for the operation of a wide range of activities in relation to the running of the Music department.

To Whom Responsible:

The music assistant is responsible to the Director of Music (DoM) and the Principal of the school in relation to the execution of their duties.

Duties:

Duties include but are not restricted to:

- Making and overseeing timetabling of individual and group Instrumental Lessons
- Attending to various items of correspondence, as needed
- Maintaining the JCCC Student Music Database
- Controlling the Instrument Stock and Hire
- Organising school concerts
- Following up on Music Reports – Tutor Tuition
- Liaising with, and maintaining records of Instrumental Tutors
- Completing student billing
- Assisting JCCC staff with timetabling enquiries
- Attending to matters pertaining to A.M.E.B. Examinations and Eisteddfods
- Coordinating Music Camps and Tours
- Coordinating all Music requisitions
- Arranging for Instruments to be repaired
- Preparing class notes / typing as required by Director of Music and Music staff.
- Maintaining the Music Library
- Maintaining Photocopier
- Fulfilling other duties as required by the Director of Music.

Authority:

The music assistant is to conduct his / her activity in accordance with the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Principal's Duty Statement - Board

Responsibility:

The Principal is responsible for leading and managing the school, its staff and students, assets and resources, in accordance with the Foundation and Objects of the Association as set out and defined in Article 1.2 and 1.3 of the Constitution of the FRSA, the policies adopted by the Board, and relevant Commonwealth and State legislation.

To whom Responsible:

In leading and managing the school, the Principal is responsible to the Board of the FRSA.

Duties:

The Principal's duties encompass the following overall areas of responsibility:

1. Leading the Reformed Message

- 1.1. Establish mindsets, structures and processes in the school that are firmly based on God's Word
- 1.2. Ensure that the principles, values and goals of Reformed schooling are understood and shared by staff, students and parents
- 1.3. Ensure that all aspects of teaching and learning, and all other school-related activities are governed and carried out in obedience to the expressed will of God
- 1.4. Create and maintain a positive, orderly, secure and supportive school culture, in which all staff and students are respected, valued and feel safe, and are treated as individuals
- 1.5. Deal with all people fairly, equitably and with dignity and respect, consistent with the teaching of Scripture
- 1.6. Address concerns and grievances of parents, staff and students promptly, sympathetically and fairly, and support staff in doing the same
- 1.7. Identify and deal Biblically and effectively with interpersonal conflict or sinful behaviour among students or staff
- 1.8. Make provision to support staff and students with personal and pastoral care at times of personal crisis, trauma or stress
- 1.9. Undertake activities that strengthen the Reformed character of the school and its bond with the church community
- 1.10. Set a high example in Scriptural faithfulness and godliness in relation to personal and professional activity.

2. Leading Teaching and Learning

- 2.1. Maintain a school focus on meeting the learning needs of all students
- 2.2. Ensure a viable and coherent curriculum is in place that complies with the FRSA Constitutional requirements and the WA legislative requirements
- 2.3. Ensure that a sound and effective teaching / learning framework is in use by teachers in delivering the curriculum
- 2.4. Recruit the best possible staff to ensure the school is faithful and effective in its charter
- 2.5. Deploy staff in the best possible manner in relation to the foundation and object of the school
- 2.6. Monitor and provide feedback to teachers and education assistants in relation to delivering the curriculum and other aspects of their duties

- 2.7. Oversee and / or conduct performance appraisals of teachers, education assistants and / or other positions
- 2.8. Set and maintain the highest possible standards of student attendance, motivation, learning, and behaviour
- 2.9. Monitor and provide feedback and encouragement to students in terms of their learning activity and learning outcomes
- 2.10. Acknowledge and celebrate student successes and achievements
- 2.11. Allocate and use the school's resources effectively and efficiently to support the provision of high-quality schooling.

3. Developing self and others

- 3.1. Nurture and maintain positive relationships with, among and between staff and students
- 3.2. Provide for effective induction and mentoring processes for new and less experienced staff
- 3.3. Ensure that teachers and education assistants as well as other staff under the immediate control of the principal are reflective in their practice and guide and support them in their professional learning and growth
- 3.4. Acknowledge and celebrate staff successes and achievements
- 3.5. Promote and develop leadership capacities in staff
- 3.6. Generate and maintain a staff culture of shared and collaborative professional learning
- 3.7. Work effectively with the Office of Reformed Education, the ESG and other JCS principals in matters relating to staff training and development
- 3.8. Reflect on own practice and undertake personal and professional development in relation to principals' duties
- 3.9. Engage with the Board in regular formative and summative appraisal of own performance.

4. Leading improvement, innovation and change

- 4.1. Engage staff in evaluating new developments to ensure that changes undertaken are in the best interests of the school
- 4.2. Direct the implementation processes in relation to matters that need to be changed and / or implemented, in a way that is manageable for the school
- 4.3. Provide wider explanation and support in relation to changes in the school
- 4.4. Arrange for the evaluation of initiatives to ensure that the activity undertaken works the best way it might in and for the school.

5. Leading the management of the school

- 5.1. Ensure that school is well organised for parents, staff and students
- 5.2. Convey clear and comprehensive expectations to staff regarding their work activities and performance
- 5.3. Maintain a visible presence throughout the school
- 5.4. Manage the school's physical facilities in such a way that that they are safe and supportive of the teaching and the learning program
- 5.5. Manage the school's budget and other resources to the best advantage of the teaching and learning program
- 5.6. Enact the various FRSA policies as they relate to the school
- 5.7. Fulfil the Board's directives and requirements in a timely manner
- 5.8. Provide timely, accurate, coherent and understandable reports to the Board, the School Council, and to parents and Association members as appropriate
- 5.9. Comply with the reporting requirements of State, Commonwealth and other statutory authorities
- 5.10. Conduct, and where applicable chair, staff meetings
- 5.11. Enact quality improvement requirements made in School Registration Reports

5.12. Work effectively with the School Council and FRSA Administration in the development and maintenance of school facilities, preparation of budgets, regular and special funding applications, and budget management

5.13. Work effectively with other senior FRSA management staff through participation in the ESG, the Office of Reformed Education and principals' forums, and through regular informal contact

5.14. Engage with Commonwealth and State authorities, AISWA and other education agencies as appropriate.

6. Engaging and working with the community.

6.1. Maintain positive and constructive relationships with parents, Association members, consistories and the broader community

6.2. Communicate with parents in relation to matters surrounding their children's place in the school

6.3. Address concerns and grievances of parents promptly, sympathetically and fairly, and support staff in doing the same

6.4. Communicate with Association members in relation to matters surrounding the school

6.5. Work with the School Council in mapping out a good path for the school

6.6. Engage with other education providers within and outside of FRSA, government authorities and institutions in the wider society to ensure the school has a real connection with the community in which it functions.

Authority:

This position has operational responsibility for the management of the school, and of its staff, assets and resources.

Within the framework of the FRSA Constitution and policies, the Principal has the authority to deal with all matters relating to the school. The Principal is expected to:

- Give instruction and direction to all members of the staff
- Provide information and advice to the Board and School Council on all matters pertaining to the management of the school.
- Participate in the meetings and decision-making of the ESG, as required.
- Support FRSA activities by participating in any committee set up by the Board or FRSA Administration as requested.

This position may make recommendations on:

- Matters within the ambit of the school
- The introduction, review and implementation of policies and procedures pertaining to the school or catchment area
- The introduction of new services and / or programs
- The operation of the FRSA governance structure and its effectiveness as it relates to the local school.

This position may approve and officially sign the following documents for and on behalf of the FRSA:

- Correspondence emanating from the school relating to specific school matters
- Reports mandated by State and Commonwealth authorities and other statutory bodies,
- Formal memoranda to the Board and School Council
- Routine and recurrent agreements and contracts, in line with FRSA resolutions and policies
- Correspondence and notices to parents and the catchment area pertaining to specific matters outlined in this document.

Secretary to the Principal Duty Statement

Responsibility:

The Secretary to the Principal is responsible for the school's reception area and for providing support to the principal in general administrative duties.

To Whom Responsible:

The Secretary to the Principal is responsible to the principal of the school in relation to the execution of duties.

Duties:

Duties may vary from school to school depending on local practices but may include the following:

- Manage the schools' reception by attending to staff, student and visitor inquiries and incoming phone calls
- Record and follow up on attendance matters
- Enter and maintain student records
- Oversee matters surrounding student sick room, administration of medication and first aid supplies
- Collect and distribute mail
- Monitor and replenish stationery supplies as required
- Monitor and initiate photocopy supplies and maintenance
- Maintain the staffroom area and meeting rooms, and manage the kitchen supplies
- In co-operation with FRSA Administration staff, attend to financial responsibilities such as petty cash, invoices, and payments relevant to the school
- Manage the annual textbook lists with the principal, staff, students, and parents
- Attend to other administrative duties as required and requested by the principal and other school leaders.

Authority:

The Secretary to the principal will conduct his / her activity in accordance with the direction received from the principal, the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.



Science Assistant Duty Statement

Responsibility:

The science assistant is responsible for maintaining the Science Preparation and Storage area in readiness for use by teachers.

To Whom Responsible:

The science assistant is responsible to the head of the Science Department and the principal of the school in relation to the execution of his / her duties.

Duties:

The science assistant is required to:

- Maintain the Chemical Store Room
- Maintain the Science Laboratory Storage
- Keep the Annual/General checks up to date
- Keep the MSDS forms up to date
- Keep the Inventory up to date
- Check/purchase stock of regularly used goods
- Set up equipment trolleys for experiments as required
- Keep things neat and tidy, clean and organised.

Authority:

The science assistant is to conduct his / her activity in accordance with the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Teacher Duty Statement

Responsibility:

The teacher is responsible for planning and delivering instructional programs to nominated classes of students and for providing support in the overall delivery of education to the students at the school or a school related setting.

To Whom Responsible:

The teacher is responsible to the principal of the school in relation to the execution of his / her duties.

Duties:

The teacher is to give instruction in accordance with the approved curriculum as specified in the John Calvin Schools' Curriculum documentation.

This will require the teacher to:

- Plan units of work in accordance with the approved curriculum, detailing outcomes, learning activities, resources, evaluations and assessments in areas of learning for which they are responsible in the agreed manner, and utilising the school software systems
- Give instruction as per the planned units of work and attend to such tasks as are necessary for the purpose of evaluation and assessment and reporting to parents
- Direct their classes in an orderly and disciplined manner with a clear focus on learning and with appropriate consideration for the individual differences of students
- Encourage students to have a positive approach to learning, to their school environment and to those around them
- Contact parents of students where progress and / or behaviour of students give cause for concern
- Attend to administration matters and supervision of students as required
- Reflect on professional practice with a view to ongoing growth and improvement.

As part of the school team, teachers are required to:

- Attend staff meetings and other meetings as required
- Attend Teachers' Conferences and other Professional Learning events as arranged by the school
- Give support to the organising of parents' nights, information nights, open days, sporting days, or any other school events as required as well as to administrative matters
- Give support to documented plans as needed.

The teacher is further required:

- To take due care of facilities, teaching materials and equipment
- To assume responsibility for adequate lighting, heating and ventilation of their classrooms
- To supervise students before school, during breaks and after school as required
- Assist other members of the staff in the execution of their duty.

In the course of carrying out their duties the teacher is to reflect:

- The attributes of a Christian teacher as defined by the FRSA
- The standards for teachers as defined by the National Professional Standards for Teachers.

Authority:

The teacher is to conduct his / her activity in accordance with the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.

Year Coordinator Duty Statement

Responsibility:

The Year Coordinator will exercise oversight and provide pastoral care and administrative support to the year group nominated to him / her.

To Whom Responsible:

The Year Coordinator is responsible to their Head of School in relation to the execution of his / her duties.

Duties:

- Provide induction to the student cohort in relation to school organisation, requirements to be met, acceptable conduct and school rules
- Encourage students in relation to sound learning strategies and habits
- Monitor student compliance with arrangements in place, requirements to be met, acceptable conduct and school rules
- Encourage high standards in relation to all matters relating to students' involvement and participation in school
- Meet with other teachers in relation to matters surrounding student learning, conduct and overall compliance
- Follow up with students by way of special nurture and discipline situations
- Establish contact with parents generally and with parents of individual students as required
- Complete, with the assistance of other teachers involved in the year group, the summary section of the students' reports
- Undertake administrative duties as required by the Principal or the Head of School pertaining to the year group.

Authority:

The Year Coordinator will conduct his / her activity in accordance with the understanding set with the Head of School, the Policies and Procedures of the FRSA, the specific Handbook stipulations of the school where he / she is employed, and the FRSA Code of Conduct.