

## Staff Stewardship Plan

CAJ staff play a vital role in equipping students to impact the world for Christ. Because we care about our staff and because we want to be good stewards of the staff God has provided, we ask ourselves, “How can we energize, focus, and unleash CAJ staff?” Our answer? The Staff Stewardship Plan (below).

The Staff Stewardship Plan outlines how we provide our staff with support, encouragement, and accountability they need to pursue God’s calling for their lives, both personally and professionally.

#	Action Step	Description	Frequency	Who helps?
1	Devotions	7:50-8:00, each week day	5x/wk	Leadership Team
2	Social gatherings	We have fun together—wedding and baby showers, headmaster Christmas team, staff/board banquet...	Throughout the year	Social Committee, headmaster, middle school principal
3	Special services	Make pottery, design your fitness plan, get a massage...	As available	Various staff
4	Support for living in Japan	Japanese language instruction, assistance with medical/dental visits...	As requested	Nurse, office secretaries
5	Coaching	Work with your coach to balance work/home, work smart, focus....	As requested	Coach, curriculum coordinator
6	Professional development	We learn together on Wed. mornings (7:50-9:00) and after school.	Weekly	Leadership Team, curriculum coordinator
7	Professional learning communities (PLCs)	To encourage community, teachers are grouped in PLCs during Wednesday morning meetings.	2x/month	Leadership Team Dept. chairs
8	Job debriefings	We use a series of questions to talk and reflect together about our work.	2x/year	Headmaster meetings
9	Time off to get tasks done	Feeling swamped? Ask your supervisor for assistance.	As approved	Leadership Team
10	Staff supervision	To help you grow, your supervisor will provide accountability/feedback. New staff will receive feedback by 10/9.	New staff before break, others by plan	Leadership Team
11	Walkthroughs	We want to see what you and your students are doing. We’ll stop by for 4-5 minutes.	1+/month	Headmaster, principals, curriculum coordinator, dept. chairs
12	Feedback on student work	We want to see what your students are learning. Give us work samples!	1+/quarter	Principals, curriculum coordinator
13	Feedback on unit maps	We want to dialog with you about your unit maps. We’ll give feedback in Rubicon.	1+/quarter	Principals, curriculum coordinator
14	Weekly teacher drop-in	Have a question? Need to know how to use a rubric? Stop by!	Weekly	Dept. chairs
15	First-week answer desk	Help is available all day for you in the staff lounge.		Coach, development coordinator
16	New staff gatherings	Making a transition to a new job is a challenge. Come to relax, reflect, and get refreshed.	2x/year	Headmaster

