

## **POLICY GCAEA – Hutterite Colony Administration**

**Day to day administration on Hutterite Colonies needs to be primarily carried out by a teacher on site as many issues require a close working relationship with the Hutterite Elders and an understanding of their ways and beliefs. Therefore, one teacher at each Colony school will be identified as the lead teacher. Hutterite Administrator(s) will be appointed by the Superintendent to oversee operations of Colony schools.**

### **PURPOSE:**

To define the role of the lead teachers and the administrator(s) at Hutterite Colony schools.

### **GUIDELINES & PROCEDURES**

1. The role of the lead teacher includes, but is not limited to, the following items:
  - a) purchasing of supplies and processing purchase orders;
  - b) secretarial duties including, but not limited to, mail processing and report generation;
  - c) librarian duties including, but not limited to, purchasing and processing books, maintaining a library organization and arranging inter-library loans;
  - d) administration of provincial assessments;
  - e) completing administrative duties related to school startup and year end;
  - f) student discipline, in keeping with teachers' responsibilities under the Code of Professional Conduct for Teachers and Teacher Leaders and Peace Wapiti Public School Division's policies;
  - g) working with the administrator(s), parents and colony to address school needs and develop plans and programs.
2. The principal assigned to the colony schools is responsible for but is not limited to the following items:
  - a) preparing and processing the annual budget and monitoring school budgets;
  - b) meeting with Colony Elders regarding program plans, school operations and other relevant topics;
  - c) preparing a common colony calendar;
  - d) preparing reports for Alberta Education;
  - e) preparing reports for the Peace Wapiti Public School Division;
  - f) evaluating teachers and educational assistants;
  - g) staff recruitment and acquisition as necessary;

- h) where interest exists and in consultation with Colony personnel, providing high school programming including, but not limited to, work experience;
- i) working with new colonies to facilitate establishment of a school;
- j) accessing resources to support school program plans and school operations;
- k) conducting OH&S (Occupational Health and Safety) inspections as required;
- l) coordinating Hutterite Colony professional development activities for Colony schools, both within the Peace Wapiti Public School Division and in cooperation with other divisions;
- m) other duties as assigned by the Superintendent.

## **REFERENCES**

**Cross References:**    [\*Collective Agreement\*](#)  
                                  [\*Education Act\*](#), Section 197  
[Code of Professional Conduct for Teachers and Teacher Leaders](#)

### **Legal Reference:**

**BM#:** 35-99; 20120614.1009; 20150129.1001; 20181129.1009; 20220428.1005;  
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