

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

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. A principal or principals will be assigned to Colonies for the purposes of consultation and evaluation.

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 and processing of achievement tests;
 - e) Completing administrative duties related to school startup and year end;
 - f) Working with Elders on the acquisition of equipment and furniture;
 - g) Supplementary fund raising;
 - h) Student discipline, in keeping with Colony expectations;
 - i) Working with Colony parents on plans and goals for the school program;
 - j) Planning Hutterite Colony professional development activities with other Colony schools, both inside the Peace Wapiti School Board and outside.
2. The role of the principal or principals assigned responsibility for the colonies includes, but is not limited to the following items:
 - a) Preparation and processing of the annual budget;
 - b) Ongoing negotiations with Colony Elders re: facilities, programs and other matters;
 - c) Report preparation for Alberta Education;
 - d) Report preparation for the Peace Wapiti Public School Division, including month end and year end reports;
 - e) Evaluation of teachers and teacher assistants;
 - f) Staff recruitment and acquisition as necessary; and

- g) Coordinating Hutterite Colony professional development activities with other Colony schools, both inside the Peace Wapiti Public School Division and outside.

REFERENCES

Cross References: links to

[*GCAC_AssistantSuperintendent.pdf*](#)
Collective Agreement

Legal Reference:

BM#: 35-99