

# Hutterite Colony Schools Roles and Responsibilities

## Background

With the goal of providing a quality education for all students, The Foothills School Division recognizes and respects the request that Hutterite children and students attend school at their home colony and agrees to provide educational services in accordance with Division policies and procedures. Day to day administration on Hutterite Colonies needs to be primarily carried out by a teacher on site and require a close working relationship with the respective German Teacher for each colony and an understanding of the contexts unique to each colony school. Therefore, one teacher at each Colony school will be identified as the lead teacher. A Principal of Colony Schools will be appointed by the Superintendent of Schools.

## Procedures:

1. The Division shall:
  - 1.1 Staff Colony Schools annually in accordance with Division Administrative Procedures.
  - 1.2 Provide for the Authorization and supervision of curriculum.
  - 1.3 Consult with each Colony annually or as needed, to ensure quality education and welcoming, safe, caring and respectful learning environments for students and staff.
  - 1.4 Coordinate an annual meeting with the Principal, Colony Teachers and Executive Team.
  
2. Colony School Principal shall:
  - 2.1 Meet all of the responsibilities of a principal as outlined in the Education Act.
  - 2.2 Meet with the German Teacher and any other colony representatives as necessary regarding Education Plans and programs, Division Policies and Procedures, and school operations.
  - 2.3 Provide oversight and monitoring of school budgets.
  - 2.4 Oversee annual staffing including recruitment and filling vacancies where required within the Division staffing framework.
  - 2.5 Determine Assignable Time for teachers and hours of work for support staff.
  - 2.6 Prepare a common calendar for all colony schools.
  - 2.7 Provide instructional leadership for colony schools.
  - 2.8 Provide for the growth, supervision, and evaluation of staff in accordance with Provincial and Divisional policies.
  - 2.9 Where interest exists and in consultation with Colony representatives, provide guidance on specific programming.
  - 2.10 Undertake other duties as assigned by the Superintendent.

**3. Lead Teachers shall:**

- 3.1 Meet all of the responsibilities of Teachers as outlined in the Education Act, and as outlined in the Teaching Quality Standard.
- 3.2 Collaborate with the Principal, Division personnel, other teachers and colony staff, and the German Teacher and any other necessary colony representatives to ensure effective operations and high-quality educational programming.
- 3.3 Ensure students in the school have the opportunity to meet standards of education set by the Minister
- 3.4 Apply principles of effective teaching and learning, child development and ethical leadership to all decisions made in role of Lead Teacher.
- 3.5 Maintain order and discipline and actively provide supervision of students in the school and on the school grounds and during activities sponsored or approved by the board.
- 3.6 Carry out administrative duties related to school start up and closing.
- 3.7 Purchase supplies and learning resources in consultation with the principal.
- 3.8 Administer provincial assessments per Alberta Education and FSD Assessment Schedule
- 3.9 Carry out day-to-day administrative duties on site
- 3.10 Participate in Foothills School Division professional development and committee work
- 3.11 The purchase of student school supplies required by any public-school student.

**4. Each colony shall be responsible for:**

- 4.1 School facility structure, maintenance and security in accordance with provincial regulations, codes, and standards.
- 4.2 Custodial responsibilities of each colony school including necessary supplies toilet paper, paper towel and tissues.
- 4.3 Providing a safe, secure, and clean learning environment/workplace for students and staff.

Reference: Relevant Legislation & Guidelines