

# ADMINISTRATION POLICY

## PURPOSE:

The Administration Policy sets out to ensure that all concerned with the College are part of a harmonious team and that their involvement in the relevant programs is facilitated. This includes a vital communication role: teacher/teacher, teacher/parent, parent/teacher, parent/school council/teacher, as well as projecting the image of the college to the immediate community and beyond. The program aims to ensure that the children are cared for academically, physically and socially and that the rights and privileges of teachers and parents and children are considered. The Administration Policy ensures the implementation of School Goals Charter Priorities and the policies of the College Council and The Department of Education and Training.

## PROGRAM DESCRIPTION:

- Provide a team orientated organisational structure and facilitate sound administrative routines and procedures.
- Provide clerical and secretarial services.
- Provide financial and accounting services.
- Provide systems for maintenance of school records.
- Identify a system ensuring maintenance needs of college building and facilities.
- Ensure systems for effective communication are maintained.
- Provide systems for regular and systematic review of policies and programs within the structure of the college management model and program budgeting.
- Provide a system for maintenance of college dates related to:
  - Strategic Plan
  - Annual Implementation Plan, Performance and development Procedures for staff.

## STAFF DEPLOYMENT:

- For the purpose of the effective functioning of the college, staff are categorised as Principal Class, Leading Teachers, Teachers, Educational Support Officers.
- The Principal Class, Team Leaders, Teachers in conjunction with Educational Support Officers, will facilitate major administrative and leadership functions.
- All staff in leadership positions should share such tasks as:
  - Leading staff teams in the provision of pastoral care.
  - The provision of curriculum co-ordination (this may be at a specific grade/department or total school level).
  - Providing organisation / administrative / management support to the college community.
  - Assisting with regular review and/or compilation of policy and programs

- Maintenance of meaningful communication links within the college.

#### **PLAN FOR IMPLEMENTATION:**

- Facilitation of a structure and timetable that ensures regular meeting of college groups e.g. full staff, administrative and curriculum leadership teams, staff with college based responsibilities and teaching teams.
- Provision of administrative and planning time to ensure that the administrative, pastoral, evaluative and communicative function as stated in the Operations Manual recommended by the Department of Education and Training takes place.
- Provision of funds necessary for the efficient administration of the school in areas of communication, teachers requisites, maintenance of office equipment, first aid, evaluation, accounting, records keeping and miscellaneous administration expenses.

#### **EVALUATION:**

- Staff/College Council will be asked to evaluate this program to the degree of the effectiveness or otherwise of the program in meeting the administrative function as outlined.
- Staff/College Council to evaluate effectiveness of programs.
- Curriculum reviews to be ongoing.
- Evaluation of equipment to meet continuing needs.
- Effectiveness of college communication systems to be reviewed.