

Kelsey School Division Box 4700 The Pas, Manitoba R9A 1R4 Phone: 623-6421	Code: CJ
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LEADERSHIP DEVELOPMENT PROGRAM

This professional development program is implemented under the supervision of the Superintendent.

1. Recruitment and selection will take place annually to maintain a suitable number (to be determined by the Superintendent) of leadership development trainees.
2. Leadership development opportunities will be advertised in each school from May 1 to September 15.
3. The criteria for eligibility and retention in leadership development are as follows:
 - a) Must be a member of the professional staff of the Division.
 - b) Must have demonstrated leadership ability.
 - c) Must have teaching experience prior to application for the program.
 - d) Must have application endorsed by a principal and a Superintendent.
4. The selection process is as follows:
 - a) All applications for posted positions available must be received by September 15, to the principal's office. Those teachers already in the program must submit annually, a Letter of Intent, to continue in the program including an updated resume indicating new courses taken.
 - b) Applications will be reviewed by the principal and assistant principal of the respective school, in consultation with the Superintendent.
 - c) A short interview may be required.
 - d) Successful candidates will be notified of acceptance into the program.
 - e) The principal will notify the staff and the Board of the successful candidate(s).

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5. Once candidates have been identified for leadership development training, they will be called upon to substitute, job-shadow, and participate in professional development deemed appropriate by the administration.
6. The Leadership Trainee(s) will be directly responsible to the administrator in charge of that school.
7. The Leadership Trainee(s) will adhere to the same requirements for confidentiality as are required by the person being replaced.
8. There shall be no financial remuneration, other than providing, at no cost to the Leadership Trainee (s), the opportunity to experience and qualify for leadership and administrative responsibilities.
9. During the period of assignment, the incumbent and the administration will be able to assess whether the trainee will continue with administrative training. At the end of each school year, the incumbent will prepare a report to the principal and Superintendent stating:
 - a) number of days served in an administration capacity,
 - b) types of duties covered during the responsibility period, and,
 - c) skills developed.
10. Administration has the right to terminate Leadership Development Trainees participation in the program, should it be deemed necessary.
11. Selection of persons to the Leadership Development Program in no way commits the Division to the person's future employment as an administrator in the Division, nor does it in any way set a precedent for the selection of administrators. Kelsey School Division will treat all administrative openings as open competition positions.
12. The Leadership Trainee(s) will be expected to contribute some personal time to carry out administrative duties and receive training. This may be done through a mentor system, professional activities, conferences, inservices, or any route acceptable to, and approved by, the Superintendent.

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13. The leadership training guidelines may include:
- a) In-school orientation,
 - b) In-school Seminars - specific topic
 - c) Release time:
 - shadowing as part of professional development
 - i. 2 days maximum per year per trainee
 - doing assigned tasks (2 days maximum per trainee per year)
 - i. check maintenance lists
 - ii. duty rosters
 - iii. budgeting
 - iv. minor attendance and discipline problems
 - attending provincial or local administration professional development opportunities (2 days maximum per year per trainee).
 - providing school coverage in absence of administration (4 days per trainee per year).
 - attending administration meetings (2 days per Intern per year).
14. Maximum use shall be 8 days per trainee per year. Any days beyond that will be at the discretion of the Superintendent.
15. Special consideration will be given to professional development opportunities which are applicable to the Level I and II School Administrator or Principal certificates.
16. Continuation in the program will be at the recommendation of the principal.