

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCD
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ADMINISTRATIVE STAFF HIRING

Administrative personnel, for the purpose of this policy, are defined as persons occupying the positions of Superintendent, Principal, and Assistant Principal.

PRINCIPAL/ASSISTANT PRINCIPAL

When the Superintendent becomes aware of an administrative vacancy, the Board will be advised and a plan of action developed.

Responsibilities of the Superintendent in cases of hiring

- a) To advertise position internally and/or externally.
- b) To describe the position in terms of duties and minimum qualifications.
- c) To receive submitted applications and prioritize according to qualifications prior to review by the selection committee.
- d) To prepare interview packages for selection committee members.
- e) To organize the interviewing process with candidates and the selection committee.
- f) To obtain references for those candidates selected by the committee for interviews.
- g) To establish selection committee as per criteria that follows.
- h) To chair the interview meetings.
- i) To inform the Board of the decision at its next regularly scheduled meeting.
- j) To authorize payment of expenses, other than salary, (as outlined by Policy BHD) to candidates from outside of Kelsey School Division, to whom interviews were granted.

Responsibilities of the Selection Committee

- a) To review the applications as prioritized by the Superintendent and short list the candidates,
- b) To conduct the interviews and to determine a suitable candidate for the vacant position,
- c) To instruct the Superintendent, once a suitable candidate has been determined, to contact the selected candidate immediately with a formal offer of employment.
- d) To dissolve, as soon as the vacancy has been successfully filled.

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Composition of the Selection Committee

- i) the Superintendent as Chair,
 - ii) three trustees appointed by the Board, and
 - iii) other representatives as indicated below.
- a) When a principal is to be appointed, the committee shall include:
- i) an administrative representative (other than from the position being vacated) appointed by the Kelsey Association of Principals,
 - ii) a teacher representative from the professional staff of the school where the vacancy has occurred, appointed by the K.T.A.
 - iii) a support staff representative from the support staff of the school where the vacancy has occurred, appointed by CUPE #1596, and
 - iv) a representative of the Parent Advisory Council of the school where the vacancy has occurred.
- b) When an assistant principal is to be appointed, the committee shall include:
- i) the principal of the school where the vacancy has occurred.
 - ii) a teacher representative from the professional staff of the school where the vacancy has occurred, appointed by the K.T.A.
 - iii) a support staff representative from the support staff of the school where the vacancy has occurred, appointed by CUPE #1596, and
 - iv) a representative of the Parent Advisory Council of the school where the vacancy has occurred.

SUPERINTENDENT

1. Either through election or appointment, the Board will identify 3 trustees as members of the Search Committee. This committee will serve as the administrative body, coordinating both the search and selection activities until the position is filled.

2. The Search Committee will:

- ⇒ establish a preliminary budget for the search process and have the budget approved by the Board.
- ⇒ review the job description to ensure that it still meets the needs of the Division and clearly defines all aspects of the job. If changes are required, this must be done through Policy Committee for approval by the Board.

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- ⇒ review the contract agreement to determine if conditions need to be revised/added.
- ⇒ review possible salary levels for discussion with the Board to determine parameters of negotiation.
- ⇒ prepare the ad and determine extent of the advertising search.
- ⇒ receive the applications and eliminate those candidates not meeting the qualifications being sought. (These applications will be available for the Selection Committee to review, should the members so wish.)
- ⇒ ask for references for those candidates that are going forward to the Selection Committee for interview.
- ⇒ coordinate the development of the Selection Committee.
- ⇒ arrange for the interviews after the Selection Committee has short listed the candidates. Candidates should be provided with information that may be helpful to them (i.e. the job description, any previously prepared information about the Division, etc.).
- ⇒ prepare a complete dossier on each of the applicants to be interviewed, for each member of the Selection Committee.
- ⇒ bring forward the recommendation of the Selection Committee to the Board for approval.

3. The Selection Committee will include:

- ⇒ members of the Search Committee (all trustees will have the option of attending)
- ⇒ Secretary-Treasurer
- ⇒ administrative representative selected by the Kelsey Association of Principals
- ⇒ teacher representative selected by the Kelsey Teachers' Association
- ⇒ support staff representative selected by the Canadian Union of Public Employees #1596
- ⇒ Division staff representative selected by the office staff
- ⇒ maintenance and transportation supervisor
- ⇒ parent representative from a Parent Advisory Council (suggestion is to also have Board approach one of the presidents that has been chosen by lot)
- ⇒ outgoing Superintendent, if available, as an ad hoc member

4. The Selection Committee will:

- ⇒ prepare a format for pre-screening with the same criteria for each candidate.
- ⇒ develop the short list of at least 4-6 candidates for interview.
- ⇒ prepare the interviewing questions on the basis of the job description. (Each candidate must be asked the same question). A scoring grid will then be prepared for use by committee members.
- ⇒ after all the interviews have been conducted, a full discussion will take place among all the interviewers.

Each member of the Selection Committee will have input to the recommendation the Search Committee will then take forward to the Board.

- ⇒ dissolve as soon as the vacancy has been successfully filled.