

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCDA
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School Administrator Hiring

A. Description of process

1. When a school administrator position (principal, vice-principal) becomes vacant, the Board will be advised by the Superintendent and initiate the replacement process. The Board will establish the Selection Committee.
2. Active participation by those affected is encouraged in this decision making process. As each school is a unique entity, the specific needs relative to the school program, students, parents, teachers and support staff will be considered.
3. The selection process must take into account the global perspective of leadership in the Kelsey School Division, the job description for the position, and the specific needs of the available position. To do so in a fair and equitable manner, criteria for a position must be established; bulletins for the position issued; and applicants screened, short-listed and interviewed in a confidential manner before a final selection is recommended to the Board. Feedback may be provided by the Superintendent upon request, to unsuccessful applicants.
4. The Superintendent, in consultation with the Board, shall determine whether the position shall be bulletined externally as well as internally, and establish a budget for the screening. Personnel bulletins shall state clearly the nature of the position, a brief description of the school, specific criteria for the position, and the closing date for the competition.
5. An applicant shall submit: a resumé, a written statement of educational philosophy and leadership style, and three references.

B. Selection Committee

The selection committee shall be comprised of the Superintendent; the principal of the school (in the case of a vice-principal position) or an administrator appointed by the President of the Kelsey Association of Principals (in the case of a principal position); one teacher nominated by the school faculty and appointed by the President of the Kelsey Teachers' Association; one representative nominated by the school support staff and appointed by the President of CUPE Local 1596; a parent nominated by the school's parent advisory council; and two trustees appointed by the Board.

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C. Criteria Guidelines

1. **Educational background**
 The minimum qualifications expected shall include: a valid Manitoba teaching certificate, a Bachelor of Education degree (or equivalent), appropriate, successful teaching experience. For vice-principals, a Manitoba School Administrator's Certificate (Level 1) and some relevant school administrative experience will be desired. For principals, a Manitoba Principal's certificate (level 2), or some progress toward it, is desired. A post-graduate degree in education is also an asset.
2. **Personal professional development and contributions**
 Such development must be current and on-going. It may include formal studies as well as professional activities, workshops, conferences, etc. Contributions may include involvement in research, committee work ,and educational leadership roles.
3. **Management skills**
 Prospective administrators must show evidence of knowledge and/or leadership in the following areas: core knowledge and particular skill sets in leadership, planning, organizing, and evaluating that enhance decision-making.
4. **Educational Philosophy**
 Applicants, it is expected, will have developed a sound educational philosophy and will be able to articulate it in writing and orally. They should be able to give evidence of action consistent with their stated leadership style.
5. **Other**
 Data for consideration in establishing specific school level criteria will be sought through input from the trustees, superintendent, and teachers, parents and students of the specific school. Consultative options for each group shall be advertised. The Superintendent is responsible for establishing the final list of criteria.

D. Screening and Interviewing

1. To facilitate the screening process, the Superintendent shall:
 - a) conduct a review of applicants and eliminate those not meeting the stated criteria,
 - b) solicit, compile and check background references, and
 - c) prepare a list and information package for consideration by the selection committee and report on the number of applications received
2. The selection committee shall determine which applicants, if any, should be interviewed.

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3. For the interview, the Superintendent will:
 - a) prepare for the committee members a background package on each candidate to be interviewed,
 - b) develop a scoring matrix and interview questions for use in the interview,
 - c) chair the interview and clarify the interview process,
 - d) authorize payment to candidates from outside the Kelsey School Division (as per Policy BHD), and
The Superintendent will report to the Board on the selection committee's recommendation.
4. The selection committee will make a recommendation to the Board, and then be dissolved when the vacancy is filled.
5. The Superintendent will report to the Board on the selection committee's recommendation.

Appointment

Once the final appointment is made by the Board, and the offer accepted by the candidate, the Superintendent shall initiate a media release and formal announcement to the school community.