

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GCDB</b></p>
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**RECRUITMENT AND SELECTION OF THE SUPERINTENDENT**

**A. RECRUITMENT AND SELECTION PROCESS**

1. The Superintendent is the Chief Executive Officer of the school division.
2. The Board of Trustees will approve the Board purpose and function of the position to be filled in harmony with existing Provincial Statutes and Regulations.
3. Notwithstanding the following procedures, the Board may at its sole discretion dispense with the procedures along with any related steps and appoint a Superintendent.

**B. BOARD-APPROVED QUALIFICATIONS OF THE SUPERINTENDENT**

The preferred candidate will be a visionary leader who:

- a) is able to work effectively with staff, parents, community, and government organizations
- b) exhibits strong interpersonal, communication, and community relation skills
- c) demonstrates success in school and system leadership through collaborative decision-making
- d) is proficient in educational and administrative applications of technology
- e) displays expertise in effective and efficient planning for, and implementation of, personnel, financial, and material resources
- f) understands the relationship between research, teaching, and learning
- g) is knowledgeable of research and good practice with respect to diverse student populations and program adaptations
- h) is committed to developing a culture of learning, life-long learning, a professional learning organization, and community participation in the operation of the schools
- i) has knowledge of current issues in education
- j) has a Manitoba Teaching certificate (or is eligible for same), at least five years teaching and/or administrative experience; and a Manitoba Level II Principal Certificate (or equivalent).
- k) holds a postgraduate degree (preferred qualifications) in the fields of educational administration
- l) meets the Minister of Education’s qualifications as set out in regulation.

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### **C. SEARCH AND SELECTION PROCESS**

1. The Board will:

- a) articulate clearly the division's needs and priorities
- b) coordinate and compile opinions of education and community stakeholders as to the division's leadership needs
- c) seek qualified applicants within the Kelsey School Division, by posting the position for a period of five days
- d) if candidates come forward through this process, the Board will strike an Interview Committee, and interviews will be scheduled
- e) if a successful candidate is not found internally, the Board will strike a Search Committee and authorize an Interview Committee.

2. The Search Committee will consist of three trustees as members, one of whom shall be designated the chair by the Board, and will:

- a) establish a preliminary budget for the search process and have the budget approved by the Board.
- b) 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 the Policy Committee for approval by the Board.
- c) review the contract agreement to determine if conditions need to be revised/added.
- d) review possible salary levels for discussion with the Board to determine parameters of negotiation.
- e) prepare the advertisement and determine extent of the advertising search.
- f) receive the applications and eliminate those candidates not meeting the qualifications being sought. (These applications will be available for the Interview Committee to review, should the members so wish.)
- g) ask for references for those candidates that are going forward to the Interview Committee for interview.
- h) coordinate the development of the Interview Committee.
- i) arrange for the interviews after the Interview 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.).
- j) prepare a complete dossier on each of the applicants to be interviewed, for each member of the Interview Committee.

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k) bring forward the recommendation of the Interview Committee to the Board for approval.

3. The Interview Committee will include:

- a) the members of the Search Committee (all trustees will have the option of attending )
- b) the Secretary-Treasurer
- c) an administrative representative selected by the Kelsey Association of Principals
- d) a teacher representative selected by the Kelsey Teachers' Association
- e) a support staff representative selected by the Canadian Union of Public Employees #1596
- f) a Division staff representative selected by the office staff
- g) a parent representative from a Parent Advisory Council chosen by lot
- h) the outgoing Superintendent, at the Board's discretion,

4. The Interview Committee will:

- a) prepare a format for pre-screening with the same criteria for each candidate.
- b) develop the short list of about 4-6 candidates for interview.
- c) prepare the interviewing questions on the basis of the job description. (Each candidate must be asked the same questions). A scoring grid will then be prepared for use by committee members.
- d) conduct the interviews, and ensure a full discussion among all the interviewers.
- e) dissolve as soon as the vacancy has been successfully filled by the Board.
- f) have input to the recommendation the Search Committee will then take forward to the Board.

5. The Board will:

- a) receive and consider the recommendation of the Search Committee;
- b) consider directing a post-interview check to assure the Board of the accuracy, validity and reliability of the information gathered
- c) appoint the superintendent
- d) request the Personnel and Negotiations Committee to negotiate a contract with the successful candidate after a majority vote by the Board has approved the employment recommendation
- e) initiate a media release and/or other event to introduce the new superintendent to the school system and community.

6. Candidates from outside the Kelsey School Division who are requested to attend an interview shall be entitled to expenses, other than salary, as outlined in policy BHD.