

**Kelsey School Division  
Box 4700  
The Pas, MB R9A 1R4**

**Code: GCDA**

## **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 Procedure**

In preparation for the appointment of a school administrator by the school division Board of Trustees, the Superintendent shall:

1. confer with the school administrator(s) and school staff to determine the requirements of the position to be filled and needs of the school;
2. solicit, coordinate and compile opinions of parent advisory council members and other education stakeholders as to the School's leadership needs;
3. review with the Board the Superintendent's view of the needs and priorities of the school;
4. prepare the advertisement and determine extent of the advertising search;
5. receive the applications and eliminate those applicants not meeting the qualifications being sought; (These applications will be available for Board to review, should the trustees so wish.);
6. obtain references for the applicants that are deemed to be qualified;
7. report the response to the Board and arrange for interviews with the short listed applicants;
8. provide a complete dossier on each of the short listed applicants to be interviewed, for each member of any Interview Committee set up; and
9. when the appointment is confirmed, initiate a media release and/or other event to introduce the new school administrator to the school system and the community.

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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. Interviewing and Selection**

1. If an Interview Committee is to be utilized, it will consist of:
  - a) the Negotiations & Personnel Committee, with member substitutions allowed by the Board;
  - b) the Superintendent, and/or an alternate designated by the Board;
  - c) other trustees who may wish to participate in this process;
  - d) a representative nominated by the school’s Parent Advisory Council, if a Council exists; or if an operational Parent Advisory Committee does not exist, the Board may appoint a parent representative from that school.

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- 2. The Interview Committee will:
  - a) conduct the interviews, and ensure a full discussion among all the interviewers;
  - b) have input to the recommendation taken forward to the Board,
  - c) dissolve as soon as the vacancy has been successfully filled by the Board.
  
- 3. The Board will:
  - a) receive and consider the recommendation of the Superintendent and the Interview Committee;
  - b) make the appointment.