

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: GCC</b>
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**PROFESSIONAL STAFF HIRING**

A. The Superintendent shall have the responsibility and authority to select and hire professional staff. Manitoba Regulation 68/97 Sec. 30 stipulates that the principal is to participate in the hiring of teachers. The principal will be involved at such times as practical. Variables of travel, time of work, etc. may dictate that a more efficient approach be used. School administrator hiring follows procedures detailed in Policy GCDA School Administrator Hiring.

B. In the filling of positions, the procedure will, in general, be as follows:

1. The Superintendent shall prepare files for all applications that meet minimum requirements. In addition to the application, such files will include:
  - a) A documented report concerning the recommendation provided by at least one personal and one professional reference.
  - b) A documented report concerning the recommendation provided by at least one other professional superior, if available.
  - c) Any other information that might be considered pertinent to the application.
2. Interviews will be held with candidates whenever this is feasible.
  - a) The Superintendent or designate shall select as many candidates as deemed necessary from the most promising candidates for each position. From these candidates, the Superintendent or designate will then make a first choice and an alternate choice.
  - b) Should the Superintendent or designate fail to choose a candidate, or should both the top candidate and the alternate choices be unavailable, then the interviewer shall reconsider the other applications until either a candidate is successfully employed, or it is felt necessary to re-advertise the position.
  - c) The Superintendent will acknowledge selected applications and will advise those applicants of the status of their applications.