

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

Code: GCDB

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 purpose and function of the position to be filled in accordance with existing Provincial Statutes and Regulations.
3. Notwithstanding the following procedures, the Board may at its sole discretion modify and/or dispense with the procedures along with any related steps and appoint a Superintendent.
4. At its discretion, the Board may assign aspects of the search and selection process to an external recruiting agent or agency.

B. BOARD-APPROVED QUALIFICATIONS OF THE SUPERINTENDENT

The preferred candidate will be a visionary leader who:

1. is able to work effectively with staff, parents, community, and government organizations;
2. exhibits strong interpersonal, communication, community relation skills, integrity, a strong work ethic, sound judgment, and effective decision making;
3. has demonstrated success in leadership in a position of administrative responsibility, such as a principalship or equivalent;
4. is proficient in educational and administrative applications of technology;
5. displays expertise in effective and efficient planning for, and implementation of, personnel, financial, and material resources;
6. understands the relationship between research, teaching, and learning;
7. is knowledgeable of research and good practice with respect to diverse student populations and program adaptations;
8. is committed to developing a culture of learning, life-long learning, a professional learning organization, collaborative decision-making, and community participation in the operation of the schools;
9. has knowledge of current issues in education;
10. 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);
11. holds a postgraduate degree (preferred qualifications) in the fields of educational administration, such as organizational and leadership theory, education law, public finance, communications, curriculum, inclusive education, and politics of education; and has demonstrated skills in educational, political and managerial leadership;

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12. meets the qualifications as set out in Manitoba Education regulation.

C. SEARCH AND SELECTION PROCESS

1. The Board will:

- a) articulate clearly the School Division's needs and priorities;
- b) in consultation with the community, initiate the soliciting and compiling of opinions of the education and community stakeholders as to the School Division's leadership needs;
- c) authorize an advertising process and the advertisement(s) for seeking qualified applicants;
- d) make available information that may be helpful to applicants (i.e. the job description, any prepared information about the School Division, etc.).

2. To facilitate the Search Process, the Board will:

- a) establish a preliminary budget for the search process;
- b) review the job description to ensure that it still meets the needs of the School 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.

3. If an agent or agency is contracted to conduct the search and short listing of candidates, this will include:

- a) inviting feedback via email from the public regarding perceived School Division needs and personal attributes desired of a superintendent;
- b) engaging in a consultative process with various first level community contacts as deemed appropriate such as the secretary-treasurer, the school administration of each school, the president of the Kelsey Teachers' Association, the president of the Canadian Union of Public Employees #1596, staff operating out of the school division office, Parent Advisory Councils, and the school board members;
- c) receiving the applications and eliminating those candidates not meeting the qualifications being sought; and making these applications available for the Board to review;
- d) arranging for the interviews of the Board approved short listed candidates;
- e) preparing a dossier on each of the applicants to be interviewed, for the Board;
- f) checking the references for those candidates that are short-listed;
- g) developing the short list of about 3-6 candidates for authorization by the Board for interview;
- h) prepare the interviewing questions on the basis of the job description for the candidates, and assigning each trustee with a question(s) to ask.

4. The Interviews of short-listed candidates will be done by the Board, led by the Board Chair.

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5. The Interview process will include:

- a) conducting the interviews and;
- b) selecting the person chosen by majority vote of the Board.

6. Upon the selection of a candidate, the Board will:

- a) request the Negotiations and Personnel Committee to negotiate a contract with the successful candidate after a majority vote by the Board has approved the employment recommendation, including a review of the contract agreement to determine if conditions need to be revised/added; and possible salary levels for discussion with the Board to determine parameters of negotiation;
- b) appoint the Superintendent by motion;
- c) initiate a media release and/or other event to introduce the new superintendent to the school system and community.

7. 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.