



**POLICY:**  
**SUBJECT:**

**GCCA**  
**SELECTION OF SENIOR**  
**ADMINISTRATIVE STAFF**  
**November 5, 2007**

**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

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## **1. GENERAL**

- 1.1 The Board of Trustees of the Winnipeg School Division is committed to providing the Division with vibrant and meaningful leadership and demonstrates this commitment through the selection of senior administrative staff who have the skills, knowledge and values to create and promote high performance by all staff in the Division and optimum conditions for student success.
- 1.2 The procedure for selection of senior administrative staff shall be fair, equitable, and transparent, and shall incorporate clearly identified selection criteria that demonstrate proven leadership qualities, a commitment to excellence in public education, and a commitment to fulfilling the Mission, goals, objectives and policies of the Division.
- 1.3 The Winnipeg School Division policy on Employment Equity will be a factor in all decisions regarding appointments to senior administrative positions.

## **2. RESPONSIBILITIES**

### **2.1 Board of Trustees**

- 2.1.1 From time to time and upon recommendation of the Chief Superintendent, the Board of Trustees shall determine the senior administrative organizational structure and number of senior administrative positions required.
- 2.1.2 Members of the Board shall participate in the selection process for senior administrative positions in accordance with established procedures.
- 2.1.3 In accordance with the Public Schools Act and Policy GCC – Recruitment, the Board of Trustees shall determine appointments and/or promotion of staff to a senior administrative position.

### **2.2 Chief Superintendent**

- 2.2.1 Except for the Chief Superintendent position (Admin. 21) the Chief Superintendent shall manage the selection process for all senior administrative positions in the Division.
- 2.2.2 The Chief Superintendent shall prepare a recommendation to the Board of Trustees for all senior administrative appointments, promotions or transfers.

### **2.3 Director of Human Resources**

Except for the Director of Human Resources position, the Director of Human Resources shall assist the Chief Superintendent in the implementation of the selection process.

### **2.4 Criteria for Selection**

The Chief Superintendent, in consultation with the Board of Trustees and members of the senior administrative group, shall identify general criteria for the performance and selection of senior administrative positions as well as any specific criteria that may be required to address specific needs of a particular position.