



POLICY: GCCB
SUBJECT: SELECTION OF SCHOOL ADMINISTRATORS
APPROVAL DATE: March 16, 1993
REVISION DATE: September 8, 2008,
December 4, 2023
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1. GUIDING PRINCIPLES

- 1.1 The Winnipeg School Division believes that an effective administrative selection process will ensure that the most appropriate candidate is selected for all school administrative positions.
- 1.2 The WSD recognizes that the selection process for a principal or vice-principal for a specific school should begin with consultation with appropriate constituents (families, school staff, and trustees).
- 1.3 The WSD policy on Employment Equity will be a fundamental criterion in all decisions regarding appointments to administrative positions.

2. RESPONSIBILITIES

2.1 Board of Trustees

The Board of Trustees will appoint all school administrators based on the recommendation of the Superintendent.

2.2 Superintendent/Chief Executive Officer

- a) The Superintendent/Chief Executive Officer shall submit to the Board of Trustees a recommendation for all school administrative appointments, promotions, and transfers.
- b) The Superintendent/Chief Executive Officer shall be authorized to engage or temporarily appoint a qualified person when assistance is required during the temporary absence of a school administrator and advise the Board of Trustees at a subsequent Board meeting.

2.3 Assistant Superintendents

- a) The Assistant Superintendents will manage the selection process for all principal and vice-principal positions including identification of specific needs for a specific school through consultation with appropriate constituents (parent councils, school staffs, trustees, and in senior high schools, student council representatives); the development of a specific job description; a review of each applicant's resume, educational philosophy, employment history/past experiences and performance appraisals; and will recommend to the Superintendent, a candidate to meet the needs of the specific school;
- b) The Assistant Superintendents will manage the selection process for the transfer of school administrators in order to allow for a variety of experiences for principals and vice-principals that enhance their professional growth.

2.4 Principals

The principal will assist in the selection process for a vice-principal position.

2.5 Human Resources Department

The Human Resources Department will provide all applicants' curriculum vitae who have applied for principal and vice-principal positions to the selection committee for review.



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3. SELECTION COMMITTEE

3.1 Principal Appointment

A selection committee comprised of the Assistant Superintendents' and Trustees shall conduct further in depth reference checks and interviews of all candidates short listed. The selection committee shall list the top two candidates and shall recommended one candidate for appointment to the Board of Trustees.

3.2 Vice-Principal Appointment

The principal of the school shall be included on the selection committee for vice-principal appointments.

3.3 Selection and Short Listing

All applications shall be reviewed by the selection committee.

3.4 The selection committee may, at its discretion, conduct preliminary interviews to assist in establishing a short list of candidates for the selection committee.

3.5 References for all external candidates under consideration shall be checked by Assistant Superintendents. The selection committee may, at its discretion, check references of internal candidates.

4. SELECTION PROCESS – PRINCIPAL

4.1 Prior to the selection of a principal for a specific school, the Assistant Superintendents will:

- a) Meet with the parent council and in senior high schools, the student council, to determine the specific needs of the school and the desired characteristics for the principal;
- b) Meet with the staff to determine the specific needs of the school and the desired characteristics for the principal,

4.2 The Assistant Superintendents will:

- a) Review the resume, educational philosophy, employment history/past experiences and performance appraisals of all applicants and will conduct interviews as required;
- b) Will present a recommendation of a candidate for consideration by the Superintendent.

4.3 The Superintendent will:

- a) Provide recommendation of the appointment to the Board of Trustees with a rationale.



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5. CRITERIA FOR PRINCIPAL AND VICE-PRINCIPAL SELECTION

5.1 Characteristics

Effective school administrators possess or have demonstrated the following skills and abilities:

- a) Vision
- b) Instructional Leadership
- c) Management
- d) Shared Decision-Making
- e) Community Involvement
- f) Conflict Resolution
- g) Open Communication