

# Head of School Transition Timeline

## January/February

Head of School announces transition

HoS Transition and timeline draft reviewed and discussed at the board meeting

Finalize first draft of job description for the HoS

**Week of January 22nd:** Recruitment for the HoS Search Committee

**Week of February 5th:** Draft timeline and continue recruitment of search committee

**Week of February 19th:** Finalize draft of job description for HoS and post

## March

First wave of applicants apply

**Week of March 4th:** Committee meets to review and formalize the HoS interview process, create community-wide survey about qualities they want from a HoS

**Week of March 11th:** Committee meets to finalize the interview process and review and finalize survey

**March 13th:** Committee meets to finalize interview process, interview questions, assign roles

**Week of March 18th:** ED updates community, sends out Community Survey, the first wave of screening interviews takes place by committee



**Week of March 24th:** Committee meets to review notes on first wave of candidates, finalize the final steps of the hiring process, continue interviews

**March 31:** Application deadline for first wave of applicants

## April



**Week of April 1st:** Committee meets to review remainder of first wave applicants, share their notes, and arrange who will move forward in the interview process

**Week of April 1st:** ED updates community - communication gets reposted to website, designated person reaches out to candidates to schedule 1st round group interviews with the committee

**Week of April 8:** Next phase in interview process

**Week of April 15th:** Interviews continue, the committee meets to review candidates and interview notes and decide who should go to the next step in the interview process. Check-in with the process and review candidates who applied after the deadline

**Week of April 22nd:** Interviews continue

**Week of April 29th:** ED updates community - communication gets reposted to website

**Week of April 29th:** Committee meets to review candidates and interview notes, inform candidates if they are moving forward or not advancing in the process



## May

**Week of May 6th:** Interviews continue

**Week of May 13th:** Interviews continue, narrowing down to ~ 3 candidates, ED or designated person invites the community to meet HoS candidates - ED sends updates to community

**Week of May 20th:** HoS candidates on-site, meet parents and students

**Monday, May 20th:** The committee meets to review feedback and make decisions on candidates

**Week of May 27th:** ED or designated person reaches out to candidates with updates

## June

**Week of June 3rd:** Head of School Announced, begin onboarding

