

The Altamont School

Head of School Search Committee (SC) Charter – 5/12/21

Purpose: To identify and recommend to the Altamont School Board of Trustees a high-quality candidate for the Head of School role.

Scope: The SC will hire a search firm, conduct interviews, evaluate candidates, check references, assemble an advisory committee reflecting all community stakeholder groups, survey stakeholder groups (parents, faculty and staff, administration, alumni, students, donors, community, trustees, and others as appropriate), provide opportunities for stakeholder meetings with finalist candidates, and recommend the appointment of an interim Head of School and a permanent Head of School to the Board of Trustees for approval.

Members: Six to eight members of the Altamont Board of Trustees. The President of the Board Trustees will serve as an ex-officio member of the committee.

Time Commitment: Estimated at 100 – 200 hours over 12 – 24 months.

Governance Structure: Ideally, decisions will be made by consensus. If consensus is not achieved, decisions will be made by a majority vote of members participating in the vote.

Authority: Authority to engage in committee processes, including but not limited to the action steps listed below, and to make a recommendation to the Board of Trustees.

Action Steps:

1. committee organization,
2. hiring of a search firm,
3. identification of critical performance criteria and publishing a position description for both interim and permanent Heads of School,
4. recruit and place an interim Head of School,
5. assembling of advisory groups reflecting all stakeholders in the school community,
6. recruit a permanent Head of School, which will include screening applicants, identification of finalist candidates, interviewing and evaluating finalist candidates, checking references, organization and execution of finalist candidate forums, and recommending a final candidate to the Altamont Board of Trustees for approval.

Communications: The committee will keep the community informed of its activities and progress in a timely and transparent manner while adhering to appropriate confidentiality relative to the process and personnel. Key stakeholders in the community include the Board of Trustees, Altamont faculty and staff, administration, parents of Altamont students, Altamont students, Altamont alumni, and the broader school community.

Measure of Success: The approval and hiring of the next Altamont School Head of School by the Board of Trustees.