

Saint Thomas' Episcopal School

Headmaster Search

Frequently Asked Questions

Who is leading the search process?

The School Board is responsible for selecting and hiring the next Headmaster. To facilitate the search process, the Board created a search committee to accept and assess applications and recommend an outstanding candidate to the Board. Recognizing that selecting our next leader is a critical milestone for the school, the Board has engaged ST Search and Consulting (ST) to serve as consultants. ST will be an invaluable resource throughout the process, from developing and posting the job description to assisting in the transition and all the steps in between. We are also fortunate that our current interim Headmaster, Dr. Bill Mott, has ample experience with Headmaster searches and has many contacts among independent classical Christian schools. He will play an advisory role in the search.

Who is on the Search Committee?

Samantha Kegge (Chair)
Eleanor Bergin
Tami Cromwell
Adam Ellwanger
Mark Grimley
Tony Jones
John Krugh
Suzanne O'Neil
Anne Sexton

What is the expected timeline for the search process?

Spring: Advertise the position and build a candidate pool
Summer: Search committee interviews semi-finalist candidates
September: Finalist candidates visit campus
Early October: Search committee proposes leading candidate to the School Board
Late October: Board announces new Headmaster to the school community
July 1, 2025: New Headmaster officially takes over operations
(All dates are subject to adjustment as needed, depending on circumstances.)

What is the position profile?

The position profile is the document that will be used to promote Saint Thomas' and the Headmaster position. It is created using the information obtained from various community members. This profile is disseminated nationally and internationally, through advertising media (such as educational leadership organizations) and the consultants' networks. The position profile should be available in early April.

What is the role of the search committee?

The search committee's role is to direct the search process. The committee vetted and proposed ST for Board approval. Further, they coordinate the input from the school's varied groups, and work with ST on creating the position profile. The committee also works with ST to narrow the candidate pool and interview semifinalists. Based on those interactions, the committee will identify finalists and organize their visits to campus. The committee will propose its top candidate to the Board for selection as the new Headmaster. Upon the Board's approval, the committee will help to facilitate the leadership transition. One of the primary responsibilities of the search committee is to keep the school community informed and engaged throughout the entire search process while respecting the confidentiality of the candidate recruitment process.

What is the role of ST Search and Consulting?

ST will advise the search committee throughout the process based on their years of experience in the industry. They help create the position profile to market the Headmaster position. ST will interview candidates and check references before presenting the search committee with dossiers for a pool of candidates. The consultants will help prepare the search committee and other groups for semi-finalist and finalist interviews and facilitate the flow of feedback between the candidates and the committee. Finally, they will advise the search committee during the transition period.

What is the role of the School Board?

The Board is solely responsible for hiring the next Headmaster. Board members will meet the finalist candidates in the fall and, acting upon the recommendation of the search committee, appoint the next Headmaster. In making this decision, the Board will ensure that the selected candidate is the best fit for Saint Thomas' based on the school's focus areas and needs.

Why do some of the documents related to the search refer to the position as "Head of School" while others refer to it as "Headmaster"?

St. Thomas' has a long tradition of referring to the leader of our school as the "Headmaster." However, ST has clarified that the standard title for this position nationally is "Head of School." So as not to inadvertently narrow our pool of qualified applicants, the search committee has elected to use the term "Head of School" in external documents while continuing to use "Headmaster" in our internal materials related to the search.

What is the role of parents?

Representatives of the parent community are invited to participate in focus group sessions facilitated by our ST consultants. A group of parents will also be asked to interview the finalist candidates. Additionally, parents are heavily represented on the search committee, which includes eight current and former parents.

What is the role of faculty and staff?

Faculty and staff will be actively engaged during the search. In addition to the faculty members serving on the Headmaster search committee, other representatives of the faculty will meet with the ST consultants to share their thoughts about the school and its needs. Further, faculty and staff will be invited to meet the finalist candidates during their on-campus visits in the fall.

What is the role of students?

Upper School students are invited to meet with our consultants to share their thoughts on what makes our school special and what qualities they want to see in the next Headmaster. Student insights will be sought again in the fall when the finalist candidates are on campus.