

# Head of School Search

Trinity Valley School, Fort Worth, Texas

## Frequently Asked Questions

### THE HEAD OF SCHOOL SEARCH

The formal process of the head search begins with the publication of letters from both the board chair and the search committee chair, who provide a short statement about the search process that will follow. These letters are sent to the Trinity Valley community, sister schools, and accrediting organizations and posted on the Trinity Valley website. Additional communications contain information about the search committee and the search process. Finally, all communications are emailed to the community and placed on the Trinity Valley website within a special tab for the Head of School search.

### OPPORTUNITIES FOR COMMUNICATION AND INPUT

Communications concerning the search will flow both ways, allowing Trinity Valley community members to share their views with the consultants and the Search Committee. Faculty, staff, parents, alums, former trustees, donors, and school friends will receive regular updates throughout the process. In addition, early in the process, TEG will interview the Board, school leadership, faculty, parents, and students and provide an online survey for their input. Towards the end of the search, the Board, school leadership, faculty, parents, and students will have opportunities to interview each finalist and share their thoughts on each through an online finalist evaluation survey containing areas for comments.

### WHERE WILL TEG ADVERTISE THE SEARCH?

The Education Group will post the short ad and the position description on the NAIS, ISAS, SAIS, and ISACS websites, as well as additional association job postings and career sites, and on the EDI Blue Sheet. In addition, TEG will personally share the opening with professional connections and known or targeted candidates.

## HOW CAN I BE INVOLVED IN THE SEARCH?

The Search Committee is committed to a thorough, transparent, and inclusive process for the Trinity Valley community. Following targeted focus groups by consultants, a survey will be sent to Faculty, Parents, and Students immediately following the consultants' visit in August. The survey provides essential information allowing the Board to set goals and priorities for the next Head of School.

In addition to the survey and conversations with our consultants, the Search Committee will be actively engaged throughout the search. When finalists are identified and visit the campus, school community members will be invited to meet the candidates and provide feedback on their impressions of each finalist.

## WILL THE HEAD OF SCHOOL SEARCH IMPACT MY CHILD'S EXPERIENCE AT SCHOOL?

No. Trinity Valley School's faculty, staff, and administrative team are committed to our primary goal: to provide the highest academic standards and prepare TVS students to become globally connected, conscientious leaders through virtual and in-person exchanges within a multicultural PK-12 curriculum.

## WHAT IS THE ROLE OF THE SEARCH FIRM? HOW WERE THEY CHOSEN?

The Education Group has over 39 years of experience, almost exclusively in Head of School searches. We are grateful to the company for assisting Trinity Valley with the search. Our consultants will be Susan Lair, Allison Lorimer, and Bob Kirkpatrick. Allison, Bob, and Susan will guide the Search Committee through the search process, focusing on the specific needs of our community and offering guidance based on best practices. The Education Group will also help develop a school, position, and candidate description, recruit and assess candidates, and assist the Search Committee throughout the process and into the next Head's first year of leadership.

## WHAT IS THE ROLE OF THE SEARCH COMMITTEE?

The Search Committee and our consultants at The Education Group ("TEG") are tasked with directing the new Head of School search process from start to finish and through the school's leadership transition. The Search Committee will coordinate input from our school's constituencies, work with The Education Group to develop the detailed job/position profile description, and review the first round of candidates. The committee will then conduct interviews with the semifinal and final candidates. At the end of the process, the Search

Committee will present a qualified candidate to be confirmed by the Board of Trustees. Another primary function of the Search Committee is to keep our community informed and engaged throughout the process while balancing the importance of confidentiality.

#### WHAT IF I HAVE A SUGGESTION FOR A POTENTIAL CANDIDATE?

The search consultants at The Education Group welcome such suggestions. Please email them at [slair@educationgroup.com](mailto:slair@educationgroup.com), [allison@educationgroup.com](mailto:allison@educationgroup.com) and [Bob@educationgroup.com](mailto:Bob@educationgroup.com)