



Executive Director Search: Frequently Asked Questions

How are people chosen for the search committee?

It is the responsibility of the Board to hire, support and evaluate its employee, the Executive Director. To ensure there is broad engagement and input from the entire SFWS community, we selected individuals with a breadth and depth of relationships with the school. Members are charged with holding the future of the school and its mission at the forefront, and it is our hope that collectively a wide range of perspectives and experiences will inform our discussions. The Board wanted to have significant input from faculty trustees and members of the Pedagogical Council, as well as all branches of the school (Early Childhood, Grades, and High School).

Will people other than the search committee get to meet the candidates?

Absolutely – community input in this process is very important. The search committee will vet the initial pool of candidates and identify a group of semi-finalists who will be interviewed in a confidential setting. This is done primarily to ensure that those potential candidates who have not yet informed their current schools of their possible interest in a career move will not be compromised by expressing interest in this position. The finalists – usually 2-3 – will be invited to campus and have an opportunity to meet with members of the San Francisco Waldorf School community through a variety of venues and forums.

What are the criteria for making a decision about selecting the right person?

Using the community input from listening sessions and a campus visit, our consultant Tracy Bennett in partnership with Board, has developed a position statement that articulates the opportunities and challenges that await the new Executive Director as well as the professional skills and personal characteristics we believe are most desirable and relevant to successfully steward San Francisco Waldorf School. These include a commitment to Waldorf education, proven leadership experience, sound understanding of financial management, fundraising, and communication, and a passion for the SFWS mission.

There are great people already working at SFWS—wouldn't it be easier to choose someone here?

SFWS is fortunate to have such a capable and committed group of professionals working at the school. We will encourage individuals who have an interest in the Executive Director role to apply for the position. All candidates will be considered and

reviewed in the same manner – this is crucial to the integrity of the process and to ensure we select the individual we believe to be best suited to be the next leader of San Francisco Waldorf School.

How long will this process take?

Like most independent schools, SFWS will engage in a thoughtful search and well-planned transition over the next nine months. We anticipate the following timeline:

Position posted	December 2024
Application deadline	January 27, 2025
Semifinalist interviews	February 2025
Finalist visits	March 2025
Appointment	April 2025
Start date	July 2025

What if I know someone who may be interested?

Interested candidates should contact [Tracy Bennett](#) of [Educators Collaborative](#) directly. She will maintain confidentiality in reaching out to potential leaders. We also invite members of the community to make referrals of appropriate candidates. Please contact [Tracy](#) to share names and contact information of potential candidates, and she will reach out directly to them.

Are we only looking locally?

We are conducting an international search. While we know there are many talented education leaders locally, we also know that San Francisco is an amazing school and the vibrant urban location will be a draw for many people, so well qualified individuals from outside the Bay area will likely be interested.

What if you don't find the right person?

We are optimistic that given the exciting opportunities this position offers we will attract highly skilled, passionate educators and successfully recruit the right person for SFWS. However, should we not identify that individual, we would move forward to retain an interim ED. This is not uncommon, and there are many schools that choose to hire an interim leader for a period of time and then resume their search.

What if I have additional questions?

Feel free to contact the Search Committee chair directly or our search consultant.



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