

Launching the Search for a new Head of School

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1. The Proposal

Dr. Graybeal will visit the client school to train the Board and/or Search Committee in the search process.

2. Elements to be addressed:

- a. What is the job of the Search Committee
- b. Who should be on the Search Committee
- c. Developing the “Desired Profile” of a candidate
- d. Developing the Profile of the school
- e. What is a realistic time schedule for a search
- f. How to procure candidates
- g. What about “internal” candidates
- h. How to communicate with candidates
- i. When should a candidate be asked to visit the school
- j. What are the ingredients of a candidate’s visit to the school
- k. Questions the Search Committee should ask a candidate
- l. Questions the candidates may ask the school
- m. How to collect references
- n. Making the final decision
- o. Developing and presenting an offer to the preferred candidate
- p. The role of various individuals or groups during the search: board chair, prior Headmaster, board, faculty, parents, students, etc.
- q. Establishing the necessary prayer support

Note: It is totally the responsibility of the school to procure and select its own candidates.

3. Cost

The consulting fee of \$3500 plus travel expenses is due upon invoice after the on-site visit. The school may purchase the “premium plan” for \$900 additional that allows the search committee chair priority access by phone or e-mail with Dr. Graybeal as an advisor to the process for a reasonable amount of time.