

Xaverian Brothers Sponsored Schools

Headmaster Search Process



SEARCH PROCESS – HEADMASTER - PROPOSED TIMELINE

August

Search Committee named by the Chair of the Board of Trustees.

The Search Committee consists of several Board Members, the liaison from the Xaverian Brothers Sponsorship Office, other persons designated by the Board Chair.

September

The Search Committee meets:

- ◆ Introductions
- ◆ Review role description, role expectation of Headmaster
- ◆ Review mandate from Board
- ◆ Confidentiality throughout search is stressed
- ◆ Review timelines for search, place(s) for meetings
- ◆ Organizational material distributed and reviewed—packet of information to be sent to applicants, criteria to qualify, selected areas to target best candidates to recruit, procedures to interview candidates.

Late September

Schedule a series of “Listening Sessions” for faculty/staff; parents; alumni; key constituents facilitated by Members of the Search Committee. Have as many Search Committee members present as possible. Invite other Board members to sessions as well since they will ultimately select the next Headmaster

Advertising plan put into effect.

A preliminary candidate response kit is prepared (description of school, community, XBSS philosophy, etc.) by school personnel.

October

The Sponsorship Office receives, acknowledges and screens applications that come in. Applications that do not meet minimum standards are eliminated; other applications that meet standards are set aside for review by search committee. A response kit containing pertinent information is forwarded to applicants meeting minimum standards.

November 15

Deadline for receipt of applications

Late November/Early December

Search committee reviews applications and resumes and begins to reduce candidate field to approximately 8-10 candidates. Chair of the Search Committee sends letters of regret to those eliminated from the search.

Search Chair contacts semi-finalists, indicating interview date(s), and requesting credentials, references, transcripts from semi-finalists as part of interview process. (All requested material sent to Sponsorship Office for duplication and distribution to Search Committee.)

Search Committee reviews credentials and references on candidates; provides background checks and reference checks on semi-finalists; conducts interviews with semi-finalists.

January

Search Committee meets and makes determination of three finalists to be sent to Board for interview. Finalists are notified by phone and follow-up letter and are asked to be present for an interview with the full Board of Trustees. Candidates eliminated from search are notified by letter.

Search Committee completes forms on each candidate. Material on finalists is distributed to Board of Trustees along with an outline of interview questions and process.

Late January

Visits arranged for external finalists to school—include tour of campus, meetings with faculty, students, alumni, development committee, etc. If necessary, out of town candidates have chance to tour local area—arranged through real estate agent or Board members.

Board interviews finalists and makes selection.

Candidate notified, agrees to contract terms and signs contract. Letters sent to other semi-finalists.

February (Earlier if all contracts have been signed)

After contract signed and semi-finalists notified, appointment of Headmaster is announced by Trustees to all constituencies. Letters of appreciation sent to all involved in search process.

Late February

New Headmaster informs Board of search process for Principal. Approval of Board required in choice of Principal.

April

New Headmaster seeks Board approval of choice of Principal. Once approval is given, announcement made to school community.

QUALIFICATIONS FOR HEADMASTER

Minimum Attributes:

- Practicing and Active Catholic who shows an understanding of and commitment to the mission of Catholic education
- Advanced Degree
- Demonstrated leadership skills (administrative or managerial experience, fiscal management skills and experience in fund development or institutional advancement)
- Proven demonstration of superior written and verbal communication skills

Preferred Attributes:

- Experience in private secondary and/or higher education
- 3-5 years experience as a school administrator (Headmaster, President, Principal) or comparable experience in other church related ministry or non-profit organization
- Demonstrated record of leadership ability and accomplishments
- More impressive fund development experience
- Understanding of and experience with Xaverian Brothers Sponsored Schools
- Demonstrated experience in planning and supervision of capital projects
- Strategic planning skills

ADVERTISING PLAN

Preliminary Advertising Plan: (newspapers, educational periodicals, etc.)

(Local Newspapers)

(Local Catholic Newspaper)

National Catholic Reporter

Chronicle of Philanthropy

Chronicle of Higher Education

Preliminary Targeting Plan:

Xaverian Brothers Sponsored Schools

Archdiocesan Educational Office

National Catholic Education Association job posting web site

HEADMASTER

_____ High School is an independent Roman Catholic college preparatory school sponsored by the Xaverian Brothers which was founded in _____.
(Brief Description of the School)

The Board of Trustees now seeks an innovative Headmaster to shape the school's future and serve as the chief executive officer. The responsibilities include Board relations, strategic planning and implementation, fund development, financial management and the selection of a Principal to serve as the school's chief educational administrator.

The successful candidate will be a practicing and active Catholic with an understanding of and commitment to the mission of Catholic education and Xaverian sponsorship. A minimum of a master's degree is required along with demonstrated administrative or managerial abilities, financial management skills and experience in institutional advancement. The candidate should possess superior written and oral communication skills.

Please see the school's website (list website) for more information. Applications will be accepted until _____. _____ High School is an equal opportunity employer. Competitive salary and benefits offered.

Interested candidates should send a cover letter and resume to:

Chair, _____ Search Committee
Xaverian Brothers Sponsored Schools
4409 Frederick Ave
Baltimore, MD 21229

Seal of
School

A Xaverian Brothers Sponsored School

