

Head of School Search Step 1A Gather Documents

Transition Search Partners Quick Guide

This list is organized around the seven elements of the Baldrige Performance Excellence Framework of the NIST.

1. Leadership

- Head of School job description
- Biographical sketch for each member of the admin team
- Organizational chart of the admin team
- List of school board members with a sentence about each (for internal use)
- List of search committee members with a sentence about each (for internal use)
- School-community relationship and interaction overview

2. Strategy

- Strategic plan
- Advancement plan

3. Customers

- Customer survey process, frequency, and data
- Exit survey process, frequency, and data
- Enrollment data for five years
- Marketing plan
- Admissions process and funnel data

4. Measurement, Analysis, and Knowledge Management

- Accountability metrics in use
- Performance review program overview
- Knowledge management systems in use

5. Workforce

- Employee overview and organizational chart
- Employee satisfaction data
- Employee turnover data
- Professional development program information

Head of School Search Step 1A Gather Documents

Transition Search Partners Quick Guide

6. Operations

- Regular meetings: leaders, frequency, and purpose
- Scope and sequence documents
- Curricula and other educational resources in common use
- Campus map
- Area map

7. Results

- Test scores or other student performance measurements as appropriate
- Budgets for the last three years
- 990 tax forms for the last three years

8. Other

- Marketing materials about the school for introductory purposes
- School by-laws and any other relevant governance materials
- List of internal candidates with a biographical sketch about each (if relevant)
- List of other potential candidates with a biographical sketch about each (if relevant)
- Cost of living information
- Housing information, if provided
- Neighborhood information
- Anticipated compensation inclusive of all variables
- Benefits package available
- Previous Head of School contract if appropriate