

SUBIACO ACADEMY

Headmaster Search: Search Process and Timeline

<u>CS&A Two-Day Site Visit</u> <ul style="list-style-type: none">• Constituent engagement• Board agreement re: search priorities, timeline, decision process, esp. role of Board and Sponsors• Agree on local networking efforts	Early September
<u>Community Survey</u> <ul style="list-style-type: none">• Constituent priorities	Week following visit
<u>Approval of Position Profile</u> <ul style="list-style-type: none">• Begin posting search link on Subiaco Academy website	By September 29
<u>Network Email Launch</u> <ul style="list-style-type: none">• Activate CS&A networks• Activate Board/Sponsor networks	By October 6
<u>Build Candidate Pool</u> <ul style="list-style-type: none">• Post referred candidates on cSMS• Sourcing continues until decision made	October-November
<u>Search Committee Review Candidate Dossiers</u> <ul style="list-style-type: none">• Select semi-finalists• Schedule interviews (Skype or in person)• Begin reference checking	Late November
<u>Search Committee Select Finalists (2 or 3)</u> <ul style="list-style-type: none">• Refer candidates to Board/Sponsors for approval• Conduct background checks	Early December
<u>Schedule Campus Visits for Finalists</u> <ul style="list-style-type: none">• Spouses and candidates• Constituent involvement	By mid-December
<u>Select Next Headmaster of Subiaco Academy</u> <ul style="list-style-type: none">• Develop transition & onboarding plans	By early January