

CMS BOARD OF TRUSTEES HEAD OF SCHOOL (HOS) HIRING PROCEDURE



corvallis
MONTESSORI
school

The full Board is responsible for the selection and hiring of the Head of School for Corvallis Montessori School.

Selection Committee – Make-up

- The Selection Committee will be led by the President of the Board or their designee.
- The Selection Committee will consist of a minimum of 3 Board members, at least one current parent, one AMI-trained person (staff or outside consultant), and one staff member.

Selection Committee – Responsibilities

The Selection Committee shall:

- Advertise the open position
- Determine if there is a need to work with a search firm
- Keep all applicants confidential until they are finalists and visiting the school community
- Review application materials and make recommendations to the board
- Organizes candidate visits as agreed upon with the Board of Trustees
- Ensures search activities are within agreed upon budget

Board of Trustees – Search Responsibilities

The Board of Trustees shall:

- Appoint the Selection Committee
- Reviews recommendations of the Selection Committee
- Negotiates terms of employment
- Appoints the permanent Head of School

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Procedure

1. When a need arises, the Board of Trustees will appoint a Selection Committee and creates a budget and timeline for the new Head of School search.
2. The Selection Committee will advertise the position and narrow down the pool of applicants to no more than 3 finalist candidates. Selection will be based on application materials and phone interviews.
3. The Board of Trustees will review the Selection Committee recommendations and determine if candidates are considered finalist or if additional searches should be completed.
4. Finalists will be brought to CMS for on-site visits. Finalist visits will include meetings with parents and staff. Feedback from parents and staff will be used in determining if the Board should take the next steps to negotiate an offer to a candidate.
5. The Executive Committee of the Board of Trustees will negotiate the terms of employment.
6. The full Board must approve the Offer of Employment and appoint the permanent Head of School.

Equal Opportunity Employer

CMS will strive to create an environment, which supports its policy of Equal Employment from a moral, social, and legal point of view. CMS recruits, hires, trains, and promotes persons in all job classifications without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, or veteran status.