

PROCEDURES FOR HIRING (Ref. Policy D1)

I. General practices:

1. The Board will be notified of any openings / anticipated openings.
2. Open positions will be advertised in appropriate newspapers, journals, and internal postings.
3. Hiring committees will be established based on the position.
4. Initial contracts will be for one to two years depending upon the position and pool of candidates.

II. For Head of School:

1. A search committee consisting of at least the President of the Board of Trustees, the Chair of the Executive Committee, a member of the Personnel Committee, two additional Trustees, the Dean of Students, the Business Manager, and at least one representative of the faculty, one representative of the staff, and one parent/community member will be convened to guide the process.
2. Extensive advertising will be conducted through major educational journals and other media.
3. A salary range will be developed by the Personnel Committee and approved by the Executive Committee based on regional salaries and the combined benefits package.
4. The search committee will be responsible for screening applicants, conducting interviews, and providing opportunities for the community to meet the finalists.
5. The search committee will present two or three candidates to the full Board for a final decision.

III. For other Administrative positions:

1. Head of School will chair the search committee for other administrative positions.
2. Head of School will advertise the open position in regional and local media as well as through internal posting.

3. A committee consisting of another administrator, an associated staff person, and at least one trustee with some experience in the area(s) defined in the position, and/or a member of the Board committee with whom the position interfaces will seek to reach consensus to inform the Head's final decision.
4. A salary range for the position will be developed by the Personnel Committee and approved by the Executive Committee and Full Board. The candidate's experience and regional salaries for comparable positions will be considered in making a salary offer.

IV. All other staff and faculty positions:

Head of School will be responsible for the hiring of all other positions required to run T.A. in the most efficient and effective manner. All new positions will be pre-approved by the Executive Committee following recommendations from Head of School.