

MTPCS Director Search Guide

Posting & Advertising

1. Review and update the job description.
2. Consider various avenues to get the word out:
 - a. School's website
 - b. <https://jobs.waldorftoday.com/>
 - c. <https://www.publicwaldorf.org/job-postings>
 - d. <https://www.cosa.k12.or.us/jobs/admin> (requires a \$250 annual subscription)
 - e. <https://oregonleaguecharters.org/> (requires a \$250 annual subscription)
 - f. Indeed.com
3. Proactively recruit from networks
4. Reach out to organizations that offer Waldorf Administrator programs, and recruit upcoming graduates
 - a. Antioch
 - b. Sound Circle
 - c. Center for Anthroposophy
 - d. SOU MEd program: Concentration in Leadership in Early Childhood Education

Interview Process

- I. Preliminary Screening: Hiring committee chair or delegate
 - A. Ensure candidate understands the position and school.
 - B. Ensure there are no deal-breakers: compensation range, background, qualifications, relocation, etc.
- II. Background Screening: Hiring Committee
 - A. Preliminary:
 1. Review and discuss applications. What issues are of interest? What's worth investigating?
 - B. Interview:
 1. Discuss relevant aspects of background that makes the candidate qualified for the position.
 2. Ensure candidate is aware of our situation, and what we're looking for.
 - C. Evaluation:
 1. Discuss which candidates to move forward with
 2. Conduct background & reference checks
- III. Community Introductions & Buy-in
 - A. Faculty meeting
 - B. Teaching segment with students? [Optional]
 - C. Parent Council
- IV. Review & Recommendation: Hiring Committee
 - A. Hiring Committee reviews feedback from background checks & references, faculty, parents.

- B. Makes recommendation to submit to a full board interview. Summarizes feedback and findings.
- V. Board Interview (public)
 - A. Executive Session to discuss and decide whether to move forward.
- VI. Offer, Negotiation, Acceptance