



# The Attic Learning Community

## Executive Director: Search Committee-Frequently Asked Questions

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### **What is the Role of the Board during the search process?**

The Board holds three primary responsibilities - hold the mission in trust, ensure the long-term viability of the school, and hire, manage, and support their sole employee, the Head of School/Executive Director. The search committee is charged by the Board to steward the process, but the Board holds the ultimate decision-making responsibility.

### **How are people chosen for the search committee?**

It is the responsibility of the Board to hire, support and evaluate its sole employee, the Executive Director. To ensure there is broad engagement and input from the entire Attic community, we will select individuals with a breadth and depth of relationships with the learning community, including trustees, parents, and faculty. Members are charged with holding the future of the learning community and its mission at the forefront, and it is our hope that collectively a wide range of perspectives and experiences will inform our discussions.

### **What if you don't find the right person?**

We are optimistic that given the exciting opportunities this position offers we will attract highly skilled, passionate educators and successfully recruit the next Executive Director of The Attic Learning Community. However, should we not identify that individual whom we feel brings the professional skills and personal attributes needed to The Attic, we will move to an interim leader. This is not uncommon. We are committed to making every effort to secure our next Executive Director by early 2024.

### **Will people other than the search committee get to meet the candidates?**

Absolutely! Community input in this process is very important. The search committee will vet the initial pool of candidates and identify a group of semi-finalists who will be interviewed in a confidential setting. This is done primarily to ensure that those potential candidates who have not yet informed their current schools of their possible interest in a career move will not be compromised by expressing interest in this position. The finalists—usually 2-3—will be invited to campus and have an opportunity to meet with all Attic Learning Community stakeholders through a variety of venues and forums. All individuals who meet the finalists will be asked to share feedback through online surveys following each visit.

### **What are the criteria for making a decision about selecting the right person?**

The search committee, in partnership with our consultants, will develop a position statement (*Information for Candidates*) that articulates the opportunities and challenges that await the new Executive Director, as well as the professional skills and personal characteristics we believe are





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most desirable and relevant to successfully lead The Attic Learning Community. These include a deep understanding of educational philosophy of The Attic, demonstrated leadership experience, excellent communication skills, proven abilities in financial management, fundraising, communication and marketing, and a passion for The Attic Learning Community mission.

### **There are great people already working at The Attic—wouldn't it be easier to choose someone here?**

The Attic is fortunate to employ such a capable and committed group of professionals. We encourage individuals who have an interest in the Executive Director role to apply for the position. All candidates will be considered and reviewed in the same manner—this is crucial to the integrity of the process and to ensure we select the individual we believe to be best suited to be the next leader of The Attic Learning Community.

### **How long will this process take?**

We will engage in a thoughtful search and well-planned transition over the next eight months. We anticipate the following timeline:

Consultants visit campus	May/September, 2023
Candidate recruitment/position posted	Summer/early fall
Listening sessions/community survey	September
Semifinalist interviews	November/December
Finalist visits	January
New Executive Director appointed	January/February
Start date	July, 2024





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### **What if I know someone who may be interested?**

Interested candidates should contact Tracy Bennett ([tbennett@educatorscollaborative.com](mailto:tbennett@educatorscollaborative.com)) or Evan Hundley ([evanhtennis@gmail.com](mailto:evanhtennis@gmail.com)) of Educators Collaborative directly. They will maintain confidentiality for all recommended candidates. We also invite members of the community to make referrals of appropriate candidates. Please contact Tracy or Evan to share names and contact information of potential candidates, and they will reach out directly to them.

### **Are we only looking locally?**

We are conducting a national search. While we know there are many talented education leaders locally, we also know that The Attic Learning Community is an amazing learning community and the greater Seattle area is a wonderful place to live, so well qualified individuals from outside our region will likely be interested.

### **What if I have additional questions?**

Feel free to contact Karen Lefohn, Board President, at [karen.lefohn@gmail.com](mailto:karen.lefohn@gmail.com).

