



# NOTRE DAME SAN JOSE

Dear Notre Dame Community,

The Notre Dame High School Head of School Search Committee continues its progress through the search process. On behalf of the search committee, Kathleen Quiazon, director of mission and ministry at Notre Dame, reviewed the process and principles of the search with employees and current families at recent state of the school meetings on campus. A summary of that presentation is provided below.

The search committee appreciates your continued prayers and support as we move closer to the completion of a successful search.

Ora et labora,

Linda McMullen '66 Bearie, Notre Dame High School Board Member  
Head of School Search Committee, Chairperson

## **Head of School Search Update - Presentation Summary**

### **The Role of the Search Committee**

The search process for the next head of school is a fiduciary responsibility of the Notre Dame High School Board of Directors to ensure the continued mission and leadership for Notre Dame High School. The board engaged in preparation for the transition well in advance with support from Kadabra, a leadership and strategic planning consulting firm. Kadabra is providing support for the head of school transition.

In June 2022, the board formed a search committee as called for in the Notre Dame High School Board of Directors Bylaws. The search committee is charged with the design, management and execution of the search process. Board bylaws provided parameters for the membership of the committee, which includes multiple board members, faculty, staff and administrator participation, as well as representation from the parent and alum communities.

### **Overview of the Search Process**

The committee grounded its work process to ensure mission, equity and confidentiality. The process focused on the qualities and qualifications of the ideal candidate and utilized assessments that drew from those standards. Committee members received training in anti-bias hiring and standards-based assessment for equitable and objective candidate evaluation.

The search itself includes three phases: recruitment, assessment and selection.

- The recruitment phase was led by the search committee and concluded in December 2022.
- In the assessment phase, the committee engaged in evaluation of applicants for candidacy through a series of screenings, interviews and stakeholder interactions. In January, select candidates took part in on-campus interviews and stakeholder interactions. Based upon its assessment of candidates, the committee makes recommendations to the board of directors for the next phase. This work was conducted in December 2022 and January 2023.
- The board of directors leads the selection phase of the process with a review of the search committee's work, consultation with the Sisters of Notre Dame de Namur East West Leadership Team and the recommendation of the Sisters of Notre Dame de Namur. The board of directors makes the final hiring decision. This is the current phase of the search process.