



April 14, 2021

Dear Waverly community,

We are writing on behalf of the Search Committee to share the Permanent Head of School position profile with you (see attached). We will also post it on the Head of School Search website. Like our Interim Head of School position profile, this document serves as a tool in the recruitment process, offering potential candidates a glimpse into our school community and culture.

Over the next few months, we will not have substantive news to announce as our consultants, Jennifer and Bob, work to recruit, interview, and vet the strongest candidates for the permanent Head of School position. We expect that they will present the Search Committee with candidates for the permanent position in mid-July from which we will select a group of semi-finalist interviews in August. Please remember that the Search Committee's work, interviews, and interactions with potential candidates is done on a confidential basis to protect the candidates until the finalist stage for the permanent position.

The Search Committee, in consultation with Bob and Jennifer, will then select the finalists who will meet with our community in September. Unlike the search process for the Interim Head, we hope that our finalist meetings will be in-person.

After vetting all the feedback, the Search Committee will make recommendations to the Board of Trustees. We would hope to be in a position to announce the next permanent Head of School by October. The timeline outlined above is also summarized [here](#) on the school's Head of School search webpage.

As always, if you have any questions or comments for the Search Committee, we invite you to reach out via email at [headofschoolsearch@thewaverlyschool.org](mailto:headofschoolsearch@thewaverlyschool.org). Thank you all for the input and participation to date.

Warmly,

Nadine Tanio and Serita Young  
Head of School Search Committee Co-Chairs