



New Garden Friends School

Head of School Search

Frequently Asked Questions

Who is on the Search Committee?

Susan Wooster, Clerk (Secretary of the NGFS Board of Trustees)
Nick Purrington, Clerk ex officio (Clerk of the NGFS Board of Trustees)
Alanna Adams (NGFS parent)
Tony Allen (Member of the Board of Trustees and NGFS parent)
Barry Bell (Middle School English Teacher and NGFS parent)
Jeff Bills (Director of Auxiliary Programs)
Justin Burke (NGFS parent)
Anyua Clark (NGFS parent)
Kim Costello (Member of the Board of Trustees and NGFS parent)
Aisha Dad (International Admissions and Student Coordinator and NGFS parent)
Brad Harrell (Galaxy Teacher and NGFS parent)
Tanisha Jones (Head of Middle and Upper School)
Maura Kern (Lower School Art Teacher)
Christine Lawe (Director of Literacy Instruction)
Pattie Midgett (Director of Enrollment Management)
Jennifer Milton (Middle and Upper School Counselor)
Genny Smith (Head of Lower School)
Maura Way (Upper School English Teacher)

What is the expected timeline for the search process?

Spring: Advertise position and build candidate pool
Summer: Search committee interviews semi-finalist candidates
Early Fall: Finalist candidates visit campus
Late Fall: Search committee proposes leading candidate to Board of Trustees
Late Fall: Board announces new Head of School to school community
July 1, 2026: New Head of School officially begins



What is the Position Profile?

The Position Profile is the document that will be used to market NGFS and the Head of School position. It is created using the information obtained from a wide variety of community members. This profile will be disseminated nationally and internationally, through advertising media (such as educational leadership organizations) and ST's own networks. We will share the link on our website as soon as it is available.

What is the role of the search committee?

The search committee's role is to direct the search process. The committee will coordinate input from the school's varied constituent groups and work with ST on creating the Position Profile. The committee will also work with ST on narrowing the candidate pool and interviewing semifinalists. Based on those interactions, the committee then will narrow the field and organize finalist visits for the community. The committee will propose its top candidate to the Board for selection as the new Head of School. Upon the Board's approval, the committee will help to facilitate the leadership transition. One of the primary responsibilities of the search committee is to keep the school community informed and engaged throughout the entire search process, while respecting the confidentiality of the candidate recruitment process.

What is the role of ST Search?

The ST consultants will advise the search committee throughout the process, based on their years of experience in the industry. They will help create the Position Profile, which they will use to market the Head of School position. Over the coming weeks, ST will interview candidates and check references before presenting dossiers for a pool of candidates to the search committee. The consultants will help prepare the search committee and other groups for semi-finalist and finalist interviews and facilitate the flow of feedback between the candidates and the committee. Finally, they will advise the search committee during the transition period.

What is the role of the Board of Trustees?

The Board is responsible for hiring the next Head of School. Trustees will meet the finalist candidates in the fall and, acting upon the recommendation of the search committee, make the appointment of the next Head of School. In making its decision, the Board will ensure that the next Head of School is the best fit for us, based on the mission, vision and values of New Garden Friends School and the school's strategic plan.

**What is the role of parents?**

Representatives of the parent community will be invited to participate in focus group sessions facilitated by our ST consultants, and parents will be asked to participate in a community-wide survey. A group of parents will be invited to a Q&A session with the finalist candidates in the fall. Additionally, parents are well represented on the search committee, which includes eight current parents. Throughout the search process, parents are encouraged to share their thoughts and questions with the search committee via email at swooster.board@ngfs.org.

What is the role of faculty and staff?

Faculty and staff will be actively engaged during the search. Faculty members will meet with the ST consultants during their visit and will be asked to participate in the online survey. Additionally, faculty and staff will be invited to meet the finalist candidates during their on-campus visits in the fall.

What is the role of students?

Students will be invited to meet with the ST consultants during their visit to share their thoughts on what makes our school special and what qualities they would like to see in the next Head of School. Student insights will be sought again in the fall when the finalist candidates are on campus.

For additional information, contact Susan Wooster, clerk of the NGFS Head Search Committee at swooster.board@ngfs.org.