



DEMYSTIFYING THE SEARCH PROCESS AND PREPARING FOR OPPORTUNITY: SIX PIECES OF ADVICE

I. Get to know the job market.

Carney, Sandoe & Associates

[Leadership Searches](#)

Regional Job Boards

[AIMS \(Maryland and D.C.\)](#)

[NEASC \(New England\)](#)

[ISACS \(Central States\)](#)

[ISAS \(Southwest\)](#)

[AISNE \(New England\)](#)

[SAIS \(South\)](#)

[CAIS \(California\)](#)

[NWAIS \(Northwest\)](#)

Catholic School Job Boards

[National Catholic Educational Association](#)

[National Association of Private Catholic and Independent Schools](#)

National & International

[National Association of Independent Schools](#)

[The Blue Sheet & The Green Sheet](#) (Head of School Senior Administrative)

II. Get to know yourself as a candidate.

What type of school do you want to work in? What size of school? Are there geographic limitations to your search? Why do you want your next job? What do you want in your next job?

III. Sharpen your leadership experience and profile.

Know what you don't know and seek opportunities to learn. Volunteer for an accreditation team, serve on a board and/or seek opportunities to get to know and work with your current board, participate in leadership programs like Aspiring Heads, Klingenstein, Head's Network, or programs through your regional association. Tell your supervisor about your aspirations. Find a mentor to help guide you. Present at conferences and write articles on topics relevant to your career aspirations.

IV. Get to know search consultants.

They can help you understand the "marketplace" and provide feedback/advice on your candidacy. They are hired by schools and search committees that make final decisions and are a good resource for your career.

V. Practice interviewing.

Ask a search consultant or a trusted school friend to take you through a mock interview. This practice helps you feel more confident when you face a real interview committee, and it's especially important if you've been in your position for a while and your interview skills are a bit rusty. When you prepare for an interview, make sure you have a compelling answer to the inevitable question, "Why do you want to work at our school?"

VI. Don't wait until you've checked every box.

Research shows that women think they shouldn't apply for a job if they haven't prepared for every single aspect of it. Take the leap! If you haven't actually trained for a specific task, be prepared to talk about how you will learn, your growth mindset, and your experiences observing others doing the job well.