



HEAD OF SCHOOL

Opportunity Statement



The
Overlake School
EST. 1967

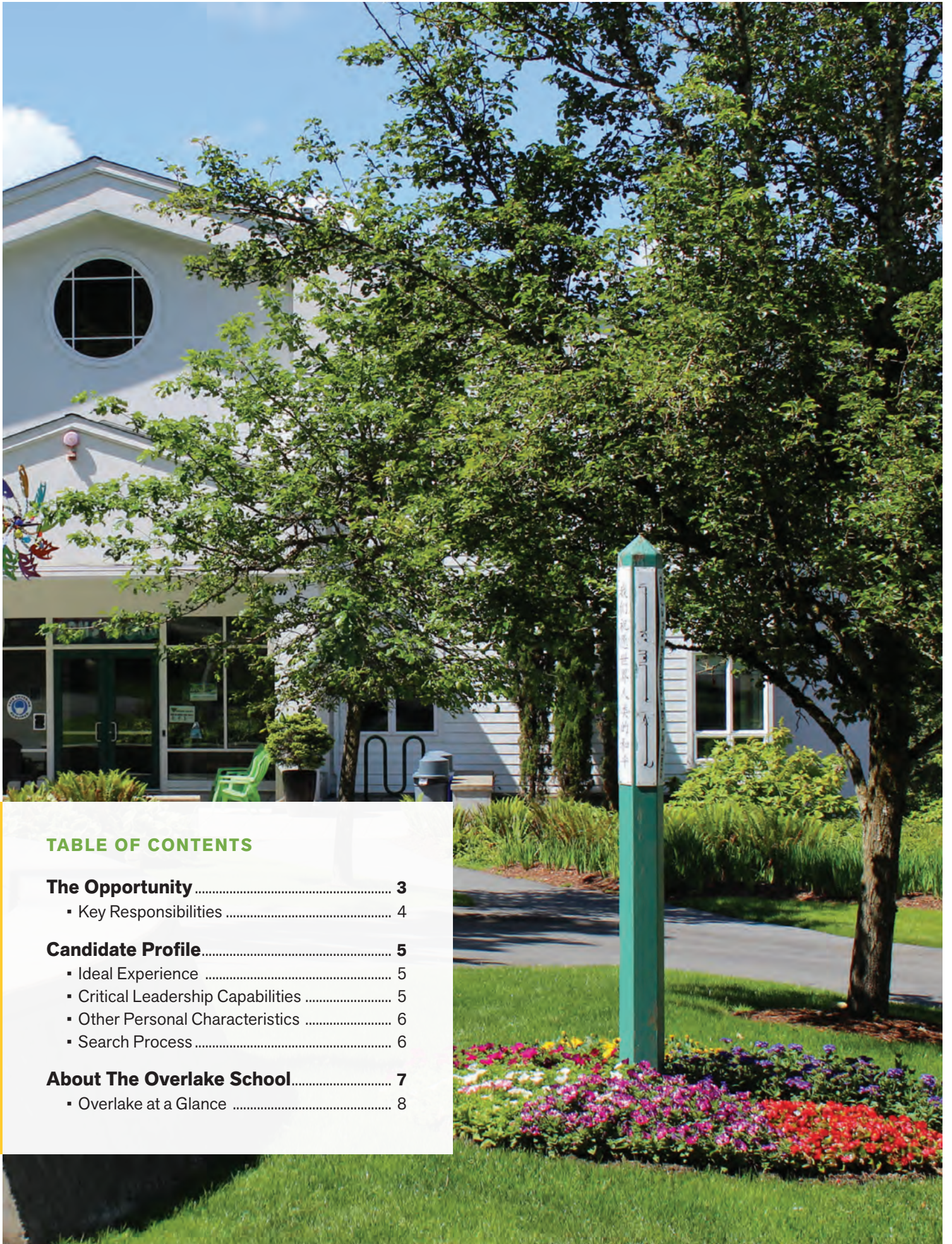


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THE OPPORTUNITY

The next Head of School at The Overlake School, given the school's history, culture, and strong foundation, will join a community focused on academic challenge, a commitment to inclusion and support, and a desire to see students take full advantage of its transformative, broad, and deep program.

Overlake seeks a leader with a genuine love of students and a track record of leading both people and an educational program. The next Head will invite all members of the Owl community to participate in the continuing evolution of the school as the institution focuses on meeting the ambitions set out in the 2021 Strategic Plan, *Coming Together*. The next Head will be an accessible, culturally competent, and inclusive leader, and will model the school's commitment to graduate students, "ready for any path that contributes to a better world."

The Head will be a thoughtful and inspiring educator who will collaborate with the leadership team to balance the commitment of a rigorous academic program with the charge to meet the needs of the evolving student body. The next Head will be a curious, dynamic leader ready to engage with a talented faculty and staff, dedicated to improving the teaching and learning environment while balancing achievement with student well-being. The next Head will relish the opportunity to be with students, listen,

and learn alongside them by participating actively in the community, and will leverage the understanding of the lived student experience to ensure the transformative nature of every aspect of life at Overlake.

The Head is appointed by the Board of Trustees and, with the Strategic Plan in place, will be charged with refining and executing what has been developed. The Head is responsible for Overlake living its mission, embodying the enduring values of learning, mutual respect, and living a life of purpose. The Head will steward the school's assets and cultivate its profile and resources. In addition to being the school's executive leader, the individual will be a transparent and skillful communicator, willing and able to connect with all stakeholders and diverse audiences in all settings. The Head of School must understand and appreciate the culture and evolution of the Overlake community and lead the school's intentional and purposeful path forward as an adept fundraiser to meet its strategic ambitions.



KEY RESPONSIBILITIES

- ✔ Lead the work to refine and execute Overlake's Strategic Plan, meeting the needs of the evolving student body, and faculty and staff.
 - ✔ Continue to advance and invest in the school's commitment to a culture of diversity, equity, inclusion, and justice in all aspects of community life.
 - ✔ Lead the ongoing development of a culture and identity that is characterized by high expectations for academic challenge balanced by a commitment to student well-being.
 - ✔ Champion a liberal arts approach to education and engage members of the community in critical ongoing discussions about an Overlake education, including curriculum, pedagogy, and social and emotional wellness.
 - ✔ Attract, retain, and support faculty and staff by cultivating a culture of teamwork, trust, accountability, and professional growth.
 - ✔ Engage actively in the life of the campus, and be visible and accessible to students, faculty, staff, and parents and guardians.
 - ✔ Serve as an invested and enthusiastic partner in external affairs, working closely alongside the Admission Office and Development Office. Additionally, serve as a key external spokesperson for the school, presenting the Overlake story.
- In partnership with the Board, steward the school's resources and the Owl community, engage, and care for the school's alumni, and cultivate donors to ensure Overlake has access to the support and expertise it needs to thrive.



CANDIDATE PROFILE

IDEAL EXPERIENCE

- Experience as a student-centered educational leader with an authentic appreciation for secondary school education and values.
- Experience with curriculum development, academic innovation, and a deep understanding of teaching and learning practices in independent schools.
- A clear commitment to developing their own cultural competence, and a demonstrated dedication to advancing diversity, equity, and inclusion in their work.
- Tested organizational and managerial skills; experience setting vision, leading other leaders, building trust through collaboration, holding colleagues accountable, implementing strategy by aligning and inspiring faculty and staff to achieve team results.
- Track record of engagement and success in admission and development.
- A deep connection to adolescents, with an ability to forge authentic trusting relationships with all stakeholders.

CRITICAL LEADERSHIP CAPABILITIES

Educational Leadership and Vision

With vision, ambition, and an appreciation for the commitment to Overlake's challenging academic program balanced with student well-being, the next Head will:

- Demonstrate a deep understanding of educational trends and their implications for Overlake, and work with members of the leadership team and faculty to assess and refine the school's academic and co-curricular programs.
- Set high standards for the faculty and staff; inculcate a culture of collaboration, responsibility, and a deep commitment to professional development.
- Support Overlake's commitment to balancing the academic program with student well-being.
- Thoughtfully engage in the effort to support continued improvement in programming related to diversity, equity, and inclusion, and serve as a thought leader in discussing the needs and growth of graduating students.

Community Building

Recognizing the powerful commitment to inclusivity and care at Overlake, the next Head will be an engaged community builder with the ability to:

- Be a visible, inviting, and enthusiastic presence in the life of students, faculty, staff, parents and guardians. The Head will appreciate and enjoy opportunities to be involved in life on campus—whether it be teaching, coaching, cheering at sports games, attending arts performances, or participating in Project Week.
- Embrace and nurture the priorities of diversity, equity, inclusion, justice, and mutual respect that are core to the Overlake community and experience.
- Prioritize the breadth and depth of opportunities for students to enjoy all that Overlake has to offer, with awareness of the well-being of all members of the school community.
- Be an inspiring and transparent leader who will be a good listener, build trust, value diverse perspectives, welcome debate, empower colleagues, and make decisions always in the best interest of students and the school.

Organizational Leadership, Operational Leadership, and Fundraising

In a school with a rich history of success and aspirations to continue to improve, the next Head will:

- In collaboration with key stakeholders, embrace the complexity, challenges, and opportunities at Overlake, and utilize the strategic plan in place to meet the evolving needs of the school community.
- Provide critical leadership to attract, retain, and empower talented and diverse faculty, staff, and leadership team members; promote and sustain a culture of collaboration and accountability; seasoned mentor who champions professional development and succession planning.

- Purposefully steward the school's resources, and serve as an ambitious fundraiser in completing the last two phases of the school's capital campaign, committed to advancing the culture of philanthropic support from alumni, parents, and guardians.
- Partner closely with the Admission Office to enhance the strategy for recruitment, outreach, and deploying financial aid.
- Develop a strong relationship with Overlake's Board of Trustees, ensuring that the Board and school leadership are aligned on setting and achieving institutional priorities.
- Lead with poise and level-headedness, making tough decisions and communicating with transparency and empathy while garnering support from the Owl community.

OTHER PERSONAL CHARACTERISTICS

- An authentic, engaging, and inclusive leader of people, with good judgement.
- Accessible, warm, and genuinely interested in the lives of students, faculty, and staff members.
- Culturally competent and openminded, having the ability to understand, respect, and develop meaningful relationships with people from various backgrounds.
- Confidence and willingness to listen empathetically, empower others, and make decisions.
- An active learner and eager innovator with a growth mindset.
- Exceptional verbal and written communication skills—someone who is thoughtful and inspiring, and a compelling storyteller.
- A strong appreciation for outdoor education, service learning, and environmental stewardship.
- A sense of humor.

SEARCH PROCESS

The Overlake School is committed to diversity and does not discriminate on the basis of race, religion, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability in the administration of its educational policies, financial aid, employment, and other school-administered programs.

The Overlake School is being assisted by Spencer Stuart in the search process. The committee welcomes comments, questions, nominations, or expressions of interest.

Please send expressions of interest with any supporting materials to the following confidential email address: OverlakeHOS@spencerstuart.com



ABOUT THE OVERLAKE SCHOOL

The Overlake School champions students and their vast potential through engaging educational experiences in a diverse and inclusive community. Students are valued as multifaceted individuals and graduate with a passion for learning, ready for any path that contributes to a better world.

Firmly rooted among the towering spruce trees that dot the rolling hills of Redmond, Washington, in what had once been known as the Tall Firs Ranch, sits The Overlake School — proudly a part of the landscape and community for 55 years.

Overlake is the oldest secular, coeducational, independent school in Washington. From its humble beginnings in 1967 with 27 students in 7th and 8th grades, to its current student body of 550 in grades 5–12, Overlake has been instrumental in the lives of young people from Seattle and the Eastside for decades.

Based on the foundation of a liberal arts education, Overlake offers students a variety of academic courses, including honors and AP courses, as well as experiential education featuring outdoor education, service learning, and leadership opportunities. During the school day students also participate in advisories, affinity spaces, DEJI programming, and wellness curriculum. Overlake offers robust co-curriculars, including many athletic teams for both Middle and Upper School students, arts programs,

both within the school day and after, student-run clubs, and academic teams.

In the fall of 2021, the Overlake Board of Trustees approved a bold, new strategic plan; Coming Together, which outlines the school's focus for the next several years. Consisting of four pillars — Well-being, Attract & Retain, Diversity, Equity & Inclusion, and Institutional Identity, the strategic plan is the school's roadmap to the future. One example of such progress is the adoption of a new Mission statement and first-ever Vision statement.

Our Vision: *The Overlake School will exemplify a student-centered education and a collaborative learning environment that connects to the broader world. We will cultivate a community rooted in equity and mutual respect with our diverse population of families, and we will be known for a definition of human success that includes learning, relationships, well-being, and purpose.*

ABOUT THE OVERLAKE SCHOOL

Doors to Discovery

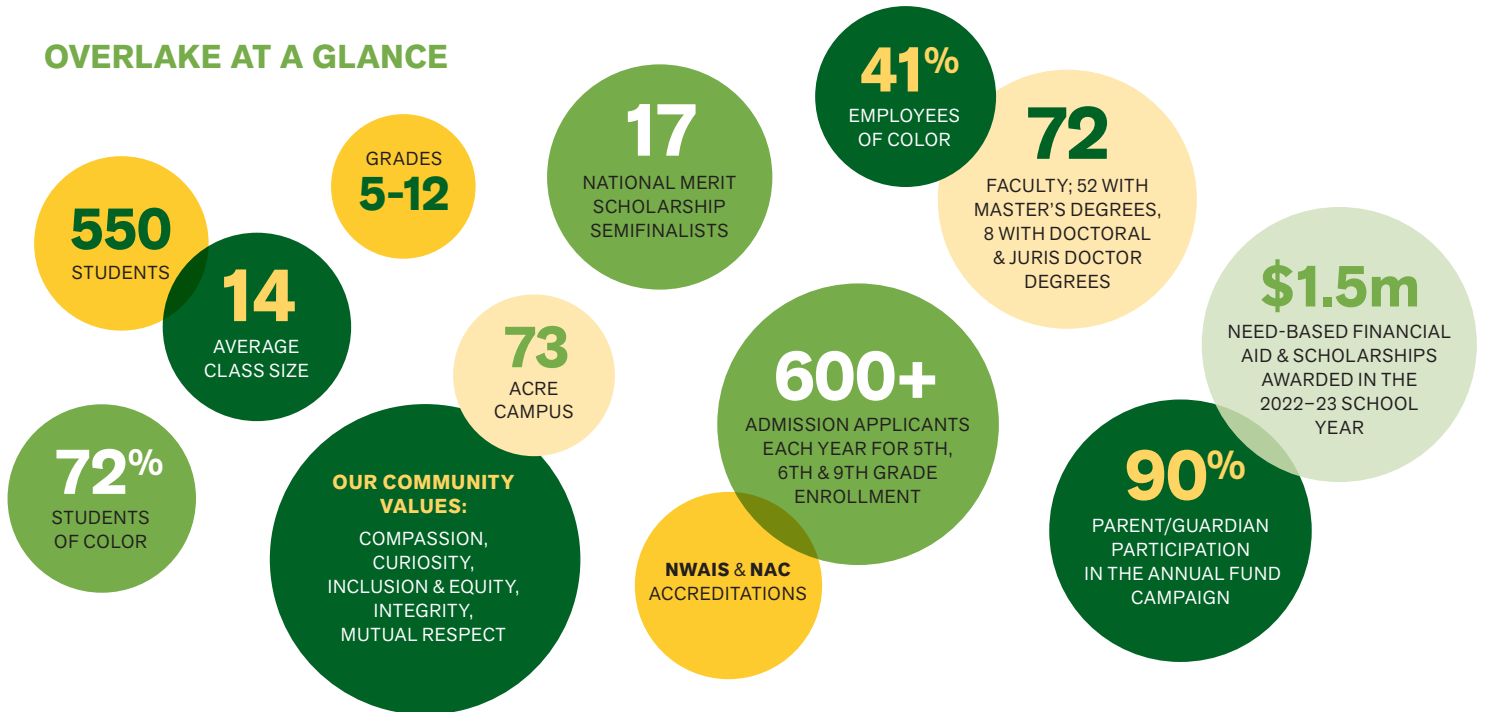
Doors to Discovery is Overlake's \$35 million capital campaign. To date, the school has completed the construction of a new 30,000 sq. ft. math and sciences center, which opened its classrooms and labs to students in the spring of 2021. This facility was constructed during the most restrictive time of the global pandemic and is yet a testament to the fortitude and hopefulness of our community who generously raised the \$17 million to see its completion.

The school is currently midway through the next phase of the campaign, focused on building the financial aid endowment. The school is committed to ensuring the Overlake experience is accessible to more students.

And still ahead is the final phase of the campaign that will raise funds for the construction of a new Welcome & Discovery Center. The new building will be a multipurpose space that will allow for events and gatherings for the entire school community.



OVERLAKE AT A GLANCE



Never set on standing still, the community at Overlake believes in moving forward and continually learning. It is not only a mantra for our students, but for the adults in our community who benefit from a full-time instructional coach, a technology support specialist, a mentor program, and weekly dedicated adult collaboration time.

Learn more about Overlake's community on the [Overlake Data Dashboard](#).



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overlake.org