

Tennessee School Boards Association

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date:
		Rescinds:	Issued:

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board is
2 responsible for finding the person it believes can most effectively translate into action the policies of the
3 Board and the goals of the community and the professional staff.

4
5 The Board may employ a consultant to advise and assist the Board in the search and selection process.
6 However, final selection shall rest with the Board after a thorough consideration of qualified applicants.
7 An interim director of schools appointed during the time of a search shall not become a candidate unless
8 the Board expressly permits such inclusion in the selection procedures. A board member may not apply
9 for or in any other way be considered for the position of director of schools.²

10
11 Prior to conducting a search to fill the position, the Board shall initially develop the following:

- 12 • a job description
- 13 • a timeline
- 14 • a process for accepting and reviewing applications
- 15 • selection procedures which shall include, but not be limited to, the following:

- 16
17 1. The Board may invite the community, including board employees, to participate in the process
18 of selecting a director of schools. Resumes of persons interviewed by the Board shall be
19 available in the central office for public inspection.
- 20
21 2. The interview process for each finalist shall include meetings with various staff and community
22 groups and an interview with the entire board.
- 23
24 3. Candidates shall be interviewed by the Board in an open session. Only board members will
25 be allowed to ask questions during the interview.
- 26
27
28

29
30 Legal References:

- 31 1. TCA 49-2-203 (a)(14)
- 32 2. TCA 49-2-203 (a)(1)(D)
- 33
34
35
36
37
38
39
40
41