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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
2 Board is responsible for finding the person it believes can most effectively translate into action the
3 policies of the Board and the goals of the community and the professional staff.

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

9 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the
10 following:

- 11 • a job description
- 12 • a timeline
- 13 • a process for accepting and reviewing applications
- 14 • selection procedures which shall include, but not be limited to, the following:³

15 1. The Board may invite the community, including board employees, to participate in the
16 process of selecting a director of schools. Resumes of persons interviewed by the Board shall
17 be available in the central office for public inspection.

18 2. The interview process for each finalist shall include meetings with various staff and
19 community groups and an interview with the entire board.

20 3. Candidates shall be interviewed by the Board in an open session. Only board members will
21 be allowed to ask questions during the interview.

22 4. The Board shall attempt to select a director by unanimous vote, but a **simple majority** vote
23 of the membership of the board shall be required for the appointment of a director of schools.

Legal References

1. TCA 49-2-203 (a)(14)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(14)(B)