

Van Buren County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 04/19/12
		Rescinds: 5.801	Issued: 04/17/08

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.

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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

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11 Prior to conducting a search to fill the position, the Board shall initially develop the following:³

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

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

- 38 1. TCA 49-2-203 (a)(15)(A)
- 39 2. TCA 49-2-203 (a)(1)(D)
- 40 3. TCA 49-2-203 (a)(15)(F)
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