

Germantown Municipal School District

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 02/03/14
		Rescinds:	Issued:

1 When a vacancy occurs, the appointment of a director of schools is a function of the board.¹ The board
 2 is responsible for finding the person it believes can most effectively translate into action the policies of
 3 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 applicants.
 6 An interim director of schools appointed during the time of a search shall not become a candidate
 7 unless the board expressly permits such inclusion in the selection procedures. A board member may
 8 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 1. A job description;
- 12
- 13 2. A timeline;
- 14
- 15 3. A process for accepting and reviewing applications; and
- 16
- 17 4. Selection procedures which shall include, but not be limited to, the following:³
 - 18
 - 19 a. The board may invite the community, including board employees, to participate in the
 - 20 process of selecting a director of schools. Resumes of persons interviewed by the board
 - 21 shall be available in the central office for public inspection.
 - 22
 - 23 b. The interview process for each finalist shall include meetings with various staff and
 - 24 community groups and an interview with the entire board.
 - 25
 - 26 c. Candidates shall be interviewed by the board in an open session. Only board members
 - 27 will be allowed to ask questions during the interview.
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 - 29 d. The board shall attempt to select a director by unanimous vote, but a simple majority
 - 30 vote of the membership of the board shall be required for the appointment of a director
 - 31 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)