

Hancock County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 06/04/15
		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)