

# Hardin County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>06/09/08</b>
		Rescinds: <b>5.801</b>	Issued: <b>11/04/02</b>

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.<sup>1</sup> 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.<sup>2</sup>

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

- 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:

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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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28 4. The Board will attempt to select a director by unanimous vote, but a majority vote of the  
29 membership of the board shall be required for the appointment of a director of schools.
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33 Legal Reference:

- 34 1. TCA 49-2-203 (a)(15)(A)
  - 35 2. 49-2-203 (a)(1)(D)
  - 36 3. TCA 49-2-203 (a)(15)(F)
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