

Dickson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 08/23/12
		Rescinds: 5.1230	Issued: 12/13/2007

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board. (TCA 49-2-
2 203) The Board is responsible for finding the person it believes can most effectively translate into action
3 the policies of the 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.

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

- 11 • a job description
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- 13 • a timeline
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- 15 • a process for accepting and reviewing applications
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- 17 • selection procedures which shall include, but not be limited to, the following:
 - 18 1. The Board may invite the community, including board employees, to participate
 - 19 in the process of selecting a director of schools. Resumes of persons interviewed
 - 20 by the Board shall be available in the central office for public inspection.
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 - 22 2. The interview process for each finalist may, at the Board's discretion, include
 - 23 meetings with various staff and community groups.
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 - 25 3. Candidates shall be interviewed by the Board in an open session. Only board
 - 26 members will be 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 two-thirds
 - 29 vote of the membership of the board shall be required for the appointment of a
 - 30 director of schools.
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