

Hickman County Board of Education

	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 04/07/25
		Rescinds: 5.801	Issued: 02/06/23

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
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 1. A job description

12 2. A timeline

13 3. A process for accepting and reviewing applications, including a process for handling public
14 versus non-public material (Note: Per state law, records of all applicants are public unless
15 candidates request their records be made private); and

16 4. Selection procedures which shall include, but not be limited to, the following:³

17 a. The Board may invite the community, including board employees, to participate in the
18 process of selecting a director of schools. Resumes of persons interviewed by the Board
19 shall be available in the central office for public inspection.

20 b. The interview process for each finalist shall include at least one interview with the
21 entire board.

22 c. Candidates shall be interviewed by the Board in an open session. Only board members
23 will be allowed to ask questions during the interview. The Board may additionally
24 choose to conduct closed-session one-on-one interviews between individual board
25 members and individual candidates. The Board may additionally choose to conduct
26 "town hall" type meetings where the public can engage the candidates with questions
27 via an appropriate moderator.

28 d. Candidates shall be interviewed by the Board in an executive session. All deliberation
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1 shall occur during public meetings and requires minutes of the executive session to be
2 published..
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- 4 e. The Board shall attempt to select a director by unanimous vote, but a simple majority
5 vote of the membership of the board shall be required for the appointment of a director
6 of schools.

Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\); Public Acts of](#)
[2026, Chapter No. 1048](#)