Hickman County Board of Education

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

When a vacancy occurs, the appointment of a director of schools is a function of the Board.[1] The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of director of schools.[2]

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:

1. A job description

2. A timeline

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

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

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

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

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

    d. Candidates shall be interviewed by the Board in an executive session. All deliberation

shall occur during public meetings and requires minutes of the executive session to be published.

e. The Board shall attempt to select a director by unanimous vote, but a simple majority vote 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)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B); Public Acts of 2026, Chapter No. 1048