

Wilson County Board of Education

Policy Description: Director of Schools Recruitment and Selection	Policy Number: 5.801	Amended Date: 06/04/07
	Rescinds:	Issued: 06/03/04

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board is
2 responsible for finding the person it believes can most effectively translate into action the policies of the Board
3 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. An
7 interim director of schools appointed during the time of a search shall not become a candidate unless the Board
8 expressly permits such inclusion in the selection procedures. A Board member may not apply for or in any other
9 way be considered for the position of director of schools.²

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

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- 13 • A job description
- 14 • A timeline
- 15 • A process for accepting and reviewing applications
- 16 • Selection procedures which shall include, but not be limited to, the following:
 - 17
 - 18 1. The Board shall invite the community, including Board employees, to participate in the process
 - 19 of selecting a director of schools by suggesting selection criteria, participating in sessions with
 - 20 and asking questions of the candidates and by attending Board interviews with the candidates.
 - 21 Resumes of persons interviewed by the Board shall be available in the central office for public
 - 22 inspection.
 - 23 2. The interview process for each finalist shall include meetings with various staff and community
 - 24 groups and an interview with the entire Board.
 - 25 3. Candidates shall be interviewed by the Board in an open session. Only Board members will
 - 26 be allowed to ask questions during the interview.
 - 27 4. The Board will attempt to select a director of schools by unanimous vote, but a two-thirds vote
 - 28 of the membership of the Board shall be required for the appointment of a director of schools.

¹ TCA 49-2-2-3(a)(15)(A)

² TCA 49-2-203(a)(1)(D)

³ TCA 49-2-203(a)(15)(F)