

<u>Section C:</u> General School Administration	Knox County Board of Education Policy		
	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: C-122	Issued: 2/00
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When a vacancy occurs, the appointment of a Director of Schools is a function of the Board. 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. While a unanimous vote is desired, only a majority vote is required. An Interim Director of Schools appointed during the time of a search shall not become a candidate. A Board member may not apply for or in any way be considered for the position of Director of Schools.¹

When a search is conducted to fill the position, the Board shall initially develop the following:

- a job description
- a timeline
- selection procedures which shall include, but not limited to, the following:
 1. The Board shall invite the community, including Board employees, to participate in the process of selecting a Director of Schools by suggesting selection criteria, participating in sessions with and asking questions of the candidates and by attending Board interviews with the candidates. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
 2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire Board.
 3. Candidates shall be interviewed by the Board in an open session. Only Board members will be allowed to ask questions during the interview.

Legal Reference:

1. T.C.A. § 49-2-203(a)(1)(D).

Approved as to Legal Form 2/27/2019
By Knox County Law Director
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