

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>EMPLOYMENT OF DIRECTOR OF SCHOOLS</b>	<b>Descriptor No:</b>  <b>BO 35</b>	<b>Date Adopted:</b>  <b>10/01</b>
	<b>Reviewed/Revision Adopted:</b>  <b>3/11</b>	

1 When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.  
 2 The Board is responsible for finding the person it believes can most effectively translate into  
 3 action the policies of the Board and the goals of the community and the professional staff. For  
 4 the purpose of this policy, “vacancy” is defined as absence of contract between the Board and a  
 5 Director and a vote on the part of the Board to interview candidates which may include the  
 6 current existing Director.

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 8 The Board may employ a consultant to advise and assist them in the search and selection  
 9 process. However, the Board, at all times, drives the search process and the final selection shall  
 10 rest with the Board after a thorough consideration of qualified applicants. An interim Director of  
 11 Schools appointed during the time of a search shall not become a candidate unless the Board  
 12 expressly permits such inclusion in the selection procedures. A Board member may not apply  
 13 for or in any other way be considered for the position of Director of Schools.

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

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- 17 • selection criteria
  - 18 • a timeline
  - 19 • selection procedures which shall include, but not be limited to, the following:
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- 21 1. The Board may invite the community, including employees, to participate in the process  
 22 of selecting a Director of Schools by suggesting selection criteria, participating in  
 23 sessions with and asking questions of the candidates and by attending interviews with the  
 24 candidates. Resumes of persons interviewed by the Board may be available in the central  
 25 office for public inspection.
  - 26 2. The interview process for each finalist may include meetings with various staff and  
 27 community groups and may include individual interviews with members of the Board.
  - 28 3. The finalist(s) shall be interviewed by the Board in an open session. Only Board  
 29 members will be allowed to ask questions during the interview.
  - 30 4. The Board will appoint a Director by a two-thirds vote of its membership.

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 32 Legal Reference:

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 34 T.C.A. 49-2-203 (a)(1)(D)