

Houston County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 09/14/2026
		Rescinds: 5.401	Issued: 11/08/21; 07/08/13; 04/14/08

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 process. 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:³

1. Job description;
2. Timeline;
3. System 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 process which shall include, but not be limited to, the following:
 - a. Candidates shall be interviewed by the Board in an executive session. All deliberation shall occur during public meetings.
 - b. The Board shall attempt to select a Director of Schools by unanimous vote during a regular meeting, but only a 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](#)