

## THE COMMUNITY

Situated along one of the main North American thoroughfares for much of recorded history, Manchester breathes character into the heart of the South and represents an intersection of travelers and residents that deeply enjoy its treasure trove of outdoor retreats, colorful local eats, and fine artisans who make everything from cotton wreaths to rocket parts. Though often known for being the destination of the hundreds of thousands of fans who have flocked to the Bonnaroo Music & Arts Festival held each year, Manchester goes beyond this 17-year-old, star-studded event with a charisma all of its own.

For the nature lover, there's a range of options when visiting Coffee County and the Cumberland Plateau. The city is home to Old Stone Fort Archaeological State Park, originally built by Native Americans, which features an educational museum, hiking trails, campgrounds with RV access and gushing waterfalls. The rush doesn't stop there, with Tim's Ford State Park just down the road, where visitors can enjoy one of the state's most picturesque lakes and the top-of-the-line fishing and recreation it provides, as well a relaxing stay in one of the 1,321-acre park's 20 cabins nestled on the wooded slopes of Tims Ford Lake.

In Manchester, the tentacles of the scenic Duck River, joining the Little Duck River within the confines of our borders, branch out along our public greenway, which is favored by walkers, runners and bikers—not to mention kids, who flock to the playgrounds, and teens who shred the skate park—and links up to the state-of-the-art Manchester Recreation Complex.

For more information, visit:  
[www.visitmanchestertn.com](http://www.visitmanchestertn.com)

## THE APPLICATION PROCESS

Qualified candidates wishing to be considered for this position must submit online or via email the following items to the Coffee County Board of Education by May 8, 2019.

1. *A formal letter of interest*
2. *A current resume, including accomplishments by position*
3. *A copy of the candidate's Tennessee or other state's license and certifications*
4. *University transcripts*
5. *Names, addresses, email addresses, and telephone numbers of five (5) professional references*

### Apply Online at:

[www.CoffeeCountySchools.com](http://www.CoffeeCountySchools.com) or  
Submit all required items to the  
Board Secretary via email at  
[OramesM@k12coffee.net](mailto:OramesM@k12coffee.net). Please address all  
applications to the Chairman of the Board.

A screening committee will review candidates' qualifications, match those qualifications against the Board's stated criteria, and make recommendations to the Board. After receiving the report of the screening committee, the Board will select candidates to be interviewed.

Additionally, once submitted, application materials are subject to open records requests under Tennessee law.



## COFFEE COUNTY BOARD OF EDUCATION

### SEEKS DIRECTOR OF SCHOOLS

*In Coffee County, we envision all students experiencing success in a standards-based curriculum supported by professional staff, families, and communities.*

1343 McArthur St.  
Manchester, TN 37355  
931-723-5150

## THE POSITION

The Coffee County School System is seeking an experienced, highly-qualified, and visionary leader as its next Director of Schools. The person chosen by the Board will assume the role on the preferred start date of July 1, 2019.

The Director of Schools will serve as chief executive officer of the Coffee County School System. Qualifications include: A professional educator's license, a master' degree in education with a preference for a doctorate degree, with at least three years of successful experience in school administration, and other qualifications as the Board deems desirable.

## THE SELECTION CRITERIA

The Coffee County School System:

1. Has the ability to initiate and adapt to change. Has the ability to build support within the community and within the school system for change prior to its implementation; maintains familiarity with current technology/educational innovations and has the ability to evaluate their potential.
2. Seeks information relative to the problem, makes decisions that show fairness, mature judgment, appropriate analysis and sensitivity for those affected by the decisions.
3. One who has experience working with a community, staff and students in developing long-range goals for the school system and a determination to accomplish those goals. Has the ability to unite diverse goals for a common purpose and to engage parents in the education of their children.

## THE SELECTION CRITERIA, cont.

4. Speaks and writes effectively to communicate the successes as well as the needs of the school system; is seen as an advocate for the children and for public education; can build support, confidence and pride in the school system.
5. Listens carefully and processes individual and community concerns so that she or he understands the concerns of people who will be affected by a decision; commitment to accessibility and a willingness to maintain an open-door policy.
6. Has the ability to build healthy relationships with students, employees, the Board, city government, and the community. Works effectively with diverse, multi-cultural groups within the system.
7. Has a record of working effectively with a school board and of keeping the Board well-informed, sharing credit for accomplishments and enhancing the reputation and effectiveness of the Board.
8. A respected instructional leader with a strong academic background, understanding of the day-to-day operations of the classroom and sound knowledge of instruction, curriculum and educational programs for elementary as well as secondary schools.
9. Proven ability to develop and administer a comprehensive school budget, including allocation of resources; understands federal, state and local funding issues; has a record of success in obtaining funding for quality schools; demonstrates ability to build healthy relationships with government agencies.
10. One who can determine the effectiveness and efficiency of school personnel and programs and take the necessary action to enhance operations.

## THE SYSTEM

Coffee County Schools establishes the orderly framework and structure for the continuous growth of educational programs and services for students. This document provides the roadmap for our school district and it will help to focus our attention, energy and resources to those initiatives which will improve student achievement. The staff and administration of Coffee County Schools will continue to provide the best possible learning opportunities for all students who attend our schools. We shall work relentlessly to prepare our students to be successful in college or in the workplace.

Fore more information visit:  
[www.CoffeeCountySchools.com](http://www.CoffeeCountySchools.com)

## SYSTEM FACTS

**Grades Served:**  
Pre-K through 12 in 10 Schools

**Student Population: 4,458**

**Administration, Faculty and Staff: 625**

**Per-Pupil Expenditure: \$9,848.91**

**Graduation Rate: 90.8%**