

# Coffee County Board of Education

## Director Search Time Line

**January 20, 2012** – Launch Director Search

All applicant information should be mailed to:

**Coffee County Board of Education  
Attn: Esther J. Sims, Board Chairperson  
1343 McArthur Street  
Manchester, TN 37355**

**January 26 – February 10** – Conduct all Community Meetings

*January 26, 2012 – Administrators Meeting – 8:00 am at Central Office*

*January 31, 2012 – Student Meeting – 10:00 am at CHS Theater*

*January 31, 2012 – Support Staff – 1:00pm at Central Office*

*January 31, 2012 – All Teachers – 3:30 pm at Central Office*

*February 2, 2012 – Elected Officials – 6:00 pm at Central Office*

*February 6, 2012 – Businessmen/Women – 11:30 at Central Office*

*February 6, 2012 – Parent/Community Meeting 6:00 pm at CHS Theater*

**February 13, 2012 2:00 p.m.** Develop interview questions and agenda

**February 21, 2012 – 4:15 p.m.** Deadline for Resume'

**February 21-27, 2012** – Search Committee Members will review resume'.

**February 27, 2012** - Search Committee Meeting to determine interviewees

**February 28 – March 2** - Board Secretary to schedule interviews

**March 5-16, 2012** - (except March 12<sup>th</sup> due to a regular board meeting) – Board Members will conduct interviews with selected interviewees.

**March 19, 2012 3:00 pm** – Search Committee members to determine finalists

**March 20-April 4** – Second interviews, calls, visits, whatever necessary.

**April 5, 2012** – Board meeting to assess finalists

**April 9, 2012** – Board to Vote on Selected Candidate

## The Community

*Coffee County, Tennessee is located in the south central portion of the state. Manchester, the county seat, is approximately 64 miles southeast of Nashville and 69 miles northwest of Chattanooga. According to the 2010 Census, the county has a population of 52,796. Within this number there are three separate school systems: Manchester City, Tullahoma City, and Coffee County.*

*Coffee County is also home to the United States Air Force Arnold Engineering Development Center; one of the leading employers in the county which has served as a stimulus for growth. AEDC tests and develops aircraft and related objects. With a unique blend of big city sophistication and southern hospitality, Coffee County is a great place to live, work, raise a family, and retire.*

## Selection Process

The Coffee County Board of Education encourages qualified candidates who wish to be considered for the position to submit a packet of materials which includes the following:

1. A letter of interest;
2. A current resume;
3. University transcripts and preferably placement file containing letters of reference;
4. Names, addresses, and telephone numbers of five professional references.

**The deadline for submitting credentials is February 21, 2012.** The Director of Schools will assume the position on or before July 1, 2012.

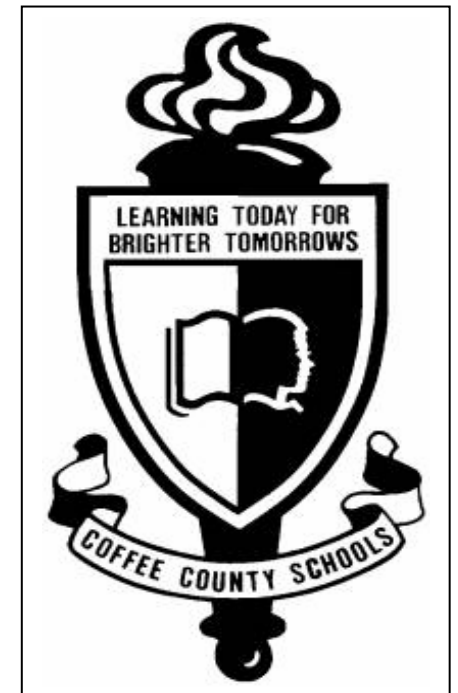
[Director's Qualifications and Duties](#)

**Please address all correspondence to:**

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Attn: Esther J. Sims, Board Chairperson  
1343 McArthur Street  
Manchester, TN 37355**

## ANNOUNCEMENT OF VACANCY

## ***DIRECTOR OF SCHOOLS***



**COFFEE COUNTY  
Manchester, Tennessee**

## Selection Criteria

### The Schools

The Coffee County school system operates 6 elementary schools, 1 middle school, 1 high school and 1 alternative school.

Total student population is approximately 4579 students.

The mission of the Coffee County School System is for all students to achieve and exceed state performance standards and to prepare graduates to be college and career ready, self-confident and responsible life-long learners.

### Employees

Teachers: 405  
Administrators: 20

### Source of Funds

Local	35.06%
Federal	1.02%
State	55.78%
Other	8.22%

1. **A GOOD LISTENER.** One who listens carefully to individual and community concerns and seeks the opinions of people prior to making decisions which affect them. Is highly visible and accessible to citizens and employees to discuss issues in the school system.
2. **AN EFFECTIVE COMMUNICATOR.** Maintains two-way communication with students, staff and the community. Keeps people informed about the schools.
3. **A CHANGE AGENT.** Ensures that the system changes to keep pace with growth and to prepare students for success in the twenty-first century; maintains familiarity with educational innovations, evaluates them and builds support within the community and the school system for change prior to its implementation;
4. **A PROBLEM SOLVER.** Solves problems rather than allowing them to linger. Makes decisions which show fairness, mature judgment and reflect appropriate analysis and involvement.
5. **A PEOPLE PERSON.** Demonstrates strong interpersonal skills with the ability to unify community groups build and maintain high morale among employees and communicate effectively and honestly with people regardless of educational level or economic status.
6. **GENERATOR OF SUPPORT.** A champion for children and for public education who creates excitement about education and builds confidence and pride in each community school and the school system as a whole. Describes school system needs persuasively to generate public support for adequate funding. Promotes parental, community and business involvement with the schools.
7. **TEAM BUILDER.** Has a record of working effectively with a school board and keeping the board well-informed and sharing credit for accomplishments. Understands and supports the roles and responsibilities of the board.
8. **VISIONARY/GOAL ORIENTED.** Uses students, staff and community in creating a vision of excellence; develops long-range and strategic plans for the school system; a record of success in achieving goals.
9. **MANAGER OF BUDGET AND FISCAL AFFAIRS.** Ensures that all school funds are used to provide maximum benefit for children and are handled in accordance with the highest standards of financial management and that budgets submitted to the county commission are adequate, reasonable, accurate and presented in an understandable and straightforward manner; experience in planning, building and managing school facilities.
10. **AN EFFECTIVE ADMINISTRATOR.** Proven ability to lead an organization and to select, employ and maintain a competent staff; success in delegating responsibility and holding subordinates accountable through challenging goals and realistic evaluation.
11. **ETHICAL AND MORAL.** Demonstrates high moral standards and ethical conduct sufficient to be an exemplary role model for others; treats others with respect, dignity and fairness; and demonstrates the highest commitment to the welfare of children.