



## SEEKS DIRECTOR OF SCHOOLS

The Coffee County Board of Education is seeking a visionary leader that is highly qualified and has significant experience in education as its next Director of Schools. The person chosen by the Board will assume the role on June 1, 2025.

Minimum qualifications: A professional educator's license; a master's degree in education with a preference for a doctorate degree; three (3) years of successful experience in school administration; and such other qualifications as the Board deems desirable.

Candidates will be evaluated in accordance with their distinct qualities as well as professional accomplishments with an emphasis on the following:

### Selection Criteria

1. Has exceptional listening skills; open-door policy; approachable; high moral character; and honest and ethical.
2. Has the wisdom to know when change is necessary and the ability and determination to generate such change even in the face of opposition.
3. Speaks and writes effectively to communicate the successes as well as the needs of the school system.
4. Seeks information and ideas relative to the problem, makes decisions that demonstrate fairness, impartial judgment, appropriate analysis and sensitivity for those affected by the decisions.
5. Has the ability to unify diverse groups and build and maintain high morale among employees.
6. Has experience in working with students, parents, staff, the community, and the school board in developing a clear vision, long-range goals and strategies for the school system, and the determination and ability to accomplish those goals.
7. Fosters support, confidence, and pride within the community for the school system through timely information sharing and providing meaningful opportunities to be involved.
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.
9. Has a record of working effectively with a school board by keeping the board well informed, making clear and sound recommendations, standing firm with his/her decisions, sharing credit for accomplishments, and enhancing the reputation and effectiveness of the board.
10. Proven ability to develop and administer a comprehensive school budget, including allocation of resources; understands federal, state and local funding issues.

# Community

Welcome to Coffee County, one of the most beautiful areas of southeast Middle Tennessee. From the fertile rolling fields of the Appalachian Valley to the scenic hills surrounding Normandy Lake, Coffee County has something to offer everyone. Located halfway between Nashville and Chattanooga, residents of Coffee County enjoy a peaceful rural lifestyle with city experiences only a short drive away.

Coffee County was formed on January 8, 1836, from portions of Franklin, Bedford and Warren Counties. Coffee County was named after General John Coffee, a close friend of Andrew Jackson and a hero of the War of 1812 and the Creek Indian War. Manchester and Tullahoma are the two cities located in Coffee County with Manchester being the county seat. As of the 2023 census, Manchester has a population of 13,272 and Tullahoma's population is 20,339. The total population of Coffee County is 60,633 and is experiencing continuous growth.

Old Stone Fort Archaeological Park, a treasure for outdoor enthusiasts and history buffs, is nestled in the heart of Manchester. Within walking distance of Manchester's historic square, this breathtaking park is a 2,000-year-old Native American mound site with historical significance and natural beauty.

Coffee County is the home of the United States Air Force Arnold Engineering Development Center (AEDC) located on 41,300 acres with portions in Franklin County. AEDC is one of the leading employers in Coffee County and the surrounding areas. AEDC is also the home of the renown UT Space Institute.

The Bonnaroo Music Festival has become an annual event in Coffee County. Located on 530 acres of beautiful countryside, this music and arts festival attracts attendees from all over the United States and abroad. During the four-day event, Manchester experiences the largest population of any city in Tennessee.

Coffee County offers many other amenities, but perhaps the most important resource of Coffee County is the beautiful rural area with recreational lakes, waterfalls and fertile farmland. Farming has been, and still is, a major economic resource for Coffee County. A drive through the countryside will offer beautiful scenery of fertile pastures, productive grain fields, grazing livestock and Tennessee walking horses on local family farms.

With all the qualities needed for a comfortable and happy lifestyle, Coffee County is a place to call home.

## System Facts

**Grades Served:** Pre-K through 12 in 11 schools (6 elementary schools, 1 middle school, 2 high schools, 1 alternative school, and 1 virtual school)

**Student Population:** 4,309

**Employees:** 761

**Per Pupil Expenditure:** \$12,101.91

**District Budget:** \$61,999,696.71

## Student Population Demographics

American Indian/Alaska Native: <1%

Asian: 2%

Black/African American: 5%

Hispanic: 12%

Native Hawaiian/Pacific Islander: <10 students

White: 82%

## Student Groups

Economically Disadvantaged: 30%

English Language Learner: 4%

Students with Disabilities: 17%

Black/Hispanic/Native American: 17%

Military Family: <1%



## Application Process

Qualified candidates wishing to be considered for this position must submit online the following items to the Tennessee School Boards Association by March 14, 2025.

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:**

<https://tsba.myrevelus.com>

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.

Tennessee School Boards Association  
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