

Position: High School Consolidation Coordinator

Position Summary:

The High School Consolidation Coordinator is responsible for the coordination of district, school, and community efforts to consolidate Christian County High School, Hopkinsville High School and Gateway Academy. This includes the alignment of the physical project, educational model, student support services and activities, and community engagement. Also responsible for working collaboratively with the Superintendent, Assistant Superintendents, and relevant district departments to facilitate support between the district and consolidated school.

Qualifications/
Requirements:

- Valid Kentucky Certificate for teaching and school administration.
- A minimum of 5 years experience as a school administrator within the last 5 years.
- Ability to effectively operate a school.
- Experience and other qualifications as the superintendent may find appropriate and acceptable.

Reports to: Superintendent

Performance
Responsibilities:

- Works with district departments to design academic, social-emotional, and behavior programs to meet the vision of the school.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for school vision.
- Assumes leadership in the direction of the school's co-curricular and extracurricular activities.
- Keeps abreast of the construction project via architects, engineers, contractors and district administrative officers.

- Facilitate communication between consulting partners for the consolidation, district leadership team, and other relevant individuals.
- Coordinates support services including security, food service, financial and accounting.
- Interprets board policies and administrative directives.
- Develops and implements a plan to communicate consolidation milestones and progress toward opening.
- Plans and implements strategies to facilitate unity between the two student bodies and faculties of CCHS and HHS.
- Works with appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
- Engage in ongoing professional learning to deepen individual skills and knowledge on high school consolidation and the educational model.
- Keeps the superintendent informed of the consolidation success, activities and issues.
- Participate in district leadership meetings as determined by the superintendent.
- Follow state and federal laws and school district policies.
- Develops and maintains effective public relations with the school community.
- Perform other duties as assigned by the Assistant Superintendents, Superintendent.

Terms of Employment:

238-day employee with salary determined by the adopted teacher's and administrative salary schedules of the Christian County Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Certified Personnel. Evaluation will be conducted by the superintendent.

