



To: Board of Education  
From: Leslie Lancaster, Director of Personnel  
Date: April 16, 2026  
Re: Job Description Amendment Request

Due to the expiration of the Perkins Grant in December 2025, the position previously titled "Director of Community Schools" is no longer aligned with its original funding source or scope of work.

We are requesting approval to amend the job description and retitle the position to Coordinator of Communications and Community Engagement – Academies of Christian County High School.

This revised role will focus on supporting the implementation of the academy model by coordinating communication and collaboration among school, district, and community stakeholders. The primary work of this position will occur at the school level, helping establish a shared vision for the student experience, promote a culture of belonging and support, and assist in preparing students for post-secondary success.

This amendment aligns the position with current district priorities and supports the continued development of the academy model at Christian County High School.



**POSITION:**

**Coordinator of Communications and Community Engagement  
Academies of Christian County High School**

**POSITION SUMMARY:**

The primary role of the Communications and Community Engagement Coordinator would be to coordinate services between stakeholders to provide shared power and voice in how schools can create a culture of belonging, safety, and care. As the title indicates, the coordinator's lead role would be to establish a shared vision for the best possible student experience in order to prepare students for post-secondary life, uniting stakeholders in monitoring and supporting the academy model transformation.

**QUALIFICATIONS/  
REQUIREMENTS:**

1. Master's Degree, preferred in leadership, community or social services, family engagement, and/or demonstrated experience in uniting stakeholders through strategic and effective communication aligned to the mission, vision, and initiatives of the organization's education.
2. Demonstrated experience in uniting stakeholders through strategic and effective communication aligned to the mission, vision, and initiatives of the organization.
3. Knowledge of FRYSC policy and procedures.
4. Demonstrated project management and plan implementation skills. Preference to experience with family and/or community member co-design process. i.e. planning with families and communities at the table to ensure unique community needs and strengths are central to program design.
5. Demonstrated knowledge and leadership in the areas of school improvement and family partnership.
6. Demonstrated knowledge and experience in change leadership.
7. Critical thinking and problem-solving skills
8. Innovative and collaborative.
9. Exceptional verbal and written communication skills.
10. Capacity to multi-task and achieve deadlines.
11. Strong organizational, project management, and problem-solving skills.
12. Proficiency in all Microsoft Office applications.

**REPORTS TO :**

CCHS Executive Principal



**PERFORMANCE  
RESPONSIBILITIES:**

- ❖ Ensure collaboration with families, students, teachers, FRYSC coordinators, and community partners to ensure accurate, quality, and informative public relations aligned to the Academy model, athletics, and other school and district initiatives.
- ❖ Coordinate student, parent, and community high school tours.
- ❖ Establish family and community engagement plans to unite all stakeholders in supporting meaningful learning experiences.
- ❖ Work with the academy coach to coordinate partnership efforts that sustain a community-connected communication plan that supports the academy model.
- ❖ Support implementation of the existing Profile of a Graduate competencies for a successful post-secondary transition.
- ❖ Work with all departments to establish and maintain an active website and social media presence to support all school initiatives (e.g. athletics, student experiences and accomplishments, Academy model initiatives, partnership and work-based learning highlights)
- ❖ Work with the district communications director to promote school initiatives and announcements.
- ❖ Establish and monitor a communications handbook that guides all departments in consistent communication and branding.
- ❖ Collaborate with FRYSC in participating schools to build community capacity to enhance services and remove barriers to student learning, including policy alignment, financial support, and needs assessments.
- ❖ Provide participating FRYSC coordinators with leadership opportunities at the district level.

**TERMS OF EMPLOYMENT:**

Employment for 238 days, with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.



CHRISTIAN COUNTY

— PUBLIC SCHOOLS —

A Community Committed to Phenomenal Schools

200 Glass Ave.  
Hopkinsville, Kentucky 42240

PO BOX 609



(270) 887-7000



[www.christian.kyschools.us](http://www.christian.kyschools.us)

