

# Cocke County Board of Education

305 Hedrick Drive  
Newport, Tennessee 37821  
(423) 623-7821 Fax (423) 625-3947

## DIRECTORS

Ginger Atkins, Instructional Supervisor  
Dennis Balch, Attendance Supervisor  
Tiffany Dover, Health Services  
Patricia Ellison, Special Education Supervisor  
Dornie Frazier, Technology Supervisor/Vocational Director  
Gary Holt, Insurance/Title I  
Casey Kelley, Complaints/Safety Supervisor  
Carla Ponder, Health Services  
Terri Sawyer, Food Service Director

**Manney Moore, Director**



## MEMBERS OF BOARD

Richard Coggins  
Darrin Costner  
Rose Lovell  
Marty Denton  
John Johnson  
Dr. Ken Johnson  
Pat Proffitt

## TO PROSPECTIVE APPLICANTS PLEASE READ CAREFULLY

We are pleased that you are interested in employment in the Cocke County School System. The following information will acquaint you with our employment procedures. If you desire additional information, please telephone 423-623-7821 ext. 10.

Please complete and return the official application to the Central Office. Applications are accepted at any time and remain on file for two years. You will not be considered without a **completed** application in the active file.

To be complete, your application must have the following on file:

Application

Transcript(s) of all post secondary work taken

Three References: Applicants with experience should request references to complete the enclosed Employee Reference Form. References should include last principal or supervisor. References for administrative or supervisory position(s) should be in narrative form.

Students in Tennessee colleges should check with their college Education Department concerning certification. Out-of-state applicants should contact the Tennessee State Department of Education, Office of Certification and Licensing at [education.licensing@tn.gov](mailto:education.licensing@tn.gov) To determine their eligibility for certification to teach at the level or field for which they are applying. Tennessee certification is required for employment as a teacher in the Cocke County Schools and a copy of your certificate must be filed when employed.

Your application in our active file will be considered when openings in your area of certification occur. In most cases, only applicants with **complete applications** are considered for vacancies.