

Chief of Staff

Posted Date 20 hours ago(6/3/2025 12:57 PM)

Location Name: Central Office

Salary Min: USD \$135,000.00/Yr.

Salary Max: USD \$145,000.00/Yr.

Category: Central Office

of Openings: 1

Close Date: 6/13/2025

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

SUMMARY DESCRIPTION

Responsible for the district's communications strategy in addition to supporting the Superintendent on the district's long-term planning and strategy as well as its day-to-day operations. Chief of Staff is a crucial partner to the Superintendent in setting the district's overall long-term strategy and managing the daily functioning of district operations. The Chief of Staff also oversees all internal and external communications and manages public relations efforts.

Essential Job Functions

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

1. Drives overall district multi-year planning and strategy:
 - Supports the Superintendent in setting the strategic direction for the district as a whole, and in aligning each department's individual strategy with the district's mission and vision.
 - Ensures departmental strategies are geared toward improving student achievement and educational outcomes in Memphis-Shelby County Schools.

2. Supports the Superintendent in managing the district's daily operations leading special projects and new programs, in a project management role or otherwise, at the direction of the Superintendent.
3. Oversees external communications and public relations efforts:
 - Constructs an overall cohesive external communication strategy for the district at-large.
 - Coordinates communication with external constituents such as parent groups and community businesses and organizations to provide information and assistance as well as to promote district projects and initiatives.
 - Manages broadcast communications across a wide range of media channels and oversee media relations.
 - Provides communications support to other departments as needed.
4. Coordinates relationships with external constituents:
 - Acts as a liaison to external constituents such as the Tennessee Department of Education, city and county agencies, policymakers, funders, and other key external partners.
 - Represents the Superintendent at public events as needed.
 - Represents the district on boards or committees as needed.
 - Coordinates negotiations with external parties (e.g., with labor groups as a part of collaborative conferencing).
5. Oversees internal communications to staff:
 - Establishes a transparent means of communicating with all district staff, or subsets of the district staff, on a regular basis regarding ongoing changes or initiatives in the district.
 - Keeps employees apprised of important developments within the district.
6. Supports the overall vision and leadership of the new district and the department:
 - Serves as a key contributor on the Superintendent's cabinet to set the overall vision and provide leadership to the newly merged district.
 - Oversees the functions of internal and external communication and public relations and manage these functions effectively.

- Manages the overall budget for the department and set and enforce financial metrics and targets.
- Establishes standards for hiring & selection, training, performance evaluations and ongoing professional development for the department within the overall philosophy of the district.

7. Performs related responsibilities as required or directed.

Minimum Qualifications

Graduation from an accredited college or university with a Master's Degree in Education, Educational Leadership, Curriculum and Instruction Administration, or other related field. Minimum of 3-5 years of leadership experience with a proven K-12 track record of success. Valid Tennessee Administrator's license, along with other certifications as required by state and local policies (e.g., Tennessee professional teacher's license) or equivalent.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's degrees must be included.

Additional Job Details

Salary min. \$135,000.00 to max. \$145,000.00

Interested persons must apply through the MSCS Careers website: <http://www.scsk12.org/>