Memphis-Shelby County Schools
Job Description

| Job Title: Special Assistant to the Superintendent | Job Code: |
| Reports To: Superintendent | FLSA Status: Exempt |
| Pay Code: 17 | EEO: |
| Minimum Pay Range: $82,715.00/Annually | Maximum Pay Range: $135,654.00/Annually |

OVERVIEW

Memphis-Shelby County Schools is seeking dynamic educational champions ready to position our district as a national exemplar of education transformation. We need leaders with a fierce commitment to actualizing a bold vision that yields ambitious outcomes for more than 110,000 students and families across the Memphis-Shelby County area. The reality is that we can do better for kids, and we will with the right leaders in place. The most successful candidates believe that more is possible for Memphis and are:

- **Courageous Thinkers & Doers**: Prepared to navigate and thrive in a complex and ambiguous environment on day one, present innovative ideas to address systemwide issues, and execute sustainable plans toward transformation.

- **Solutions-Oriented**: See the possibilities, demonstrate the capacity to synthesize information and adjust short and long-term goals, and consistently find a window when doors close to deliver measurable results for kids and families.

- **High-Performing Gamechangers**: Leader of leaders with the capacity to mobilize and empower an outstanding team, make people-centered data-informed decisions, and operate with a relentless hyperfocus on removing stubborn barriers that destroy the hopes and dreams of too many of our students.

SUMMARY DESCRIPTION

The Special Assistant to the Superintendent plays an integral role in the effectiveness of the superintendent and must be prepared to excel under pressure while balancing multiple projects and requests. The most successful candidates embrace the opportunity to serve the superintendent as:

- A high-energy, agile leader who serves at the pleasure of the Superintendent of Memphis-Shelby County Schools.
Memphis-Shelby County Schools
Job Description

• A key executive staff member responsible for coordinating and assisting with department initiatives and special projects, including coordinating and overseeing superintendent’s approval, incoming communications on behalf of the superintendent, and planning of various departmental meetings and events.
• A trusted advisor who works closely with senior leaders and across all departments to ensure coordination, collaboration, and effectiveness.
• A visionary team player with advanced organizational and communication skills and notable success working with high level executives.
• A responsive, intuitive senior level administrator with a sharp grasp of prioritizing tasks, requests, and the professional demands of effectively managing the superintendent’s office.

INFORMATION FOR CANDIDATES

Information for Candidates
Thank you for your interest in serving as a Special Assistant to the Superintendent to contribute to enhancing the LEGACY of Memphis-Shelby County Schools. Please review the information provided to ensure full consideration.

Deadline for Submission - All materials are due on or by 5pm Friday, April 26, 2024.
Interviews - Interviews will begin immediately and occur until the position is filled.

Application Requirements:
Submit an updated resume, current writing sample, and video response to legacyleader@scsk12.org with the title of the position in the subject.

• Record-In a quiet setting, candidates should record a response to the prompt below within the specified timeframe.

• Prompt (90 seconds)- Introduce yourself. Why this role, this leader, right now? In your response, include how you will elevate the efficiency and effectiveness of the Superintendent on day one. Please be succinct and specific.

• Save all files using the naming convention: [Last Name.First Name.Title of Position Seeking.Resume (or WritingSample)].

• Submissions exceeding the time listed or without the correct naming convention will not be reviewed.