Memphis-Shelby County Schools
Job Description

<table>
<thead>
<tr>
<th>Job Title: Assistant Superintendent of Business Operations</th>
<th>Job Code:</th>
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<tbody>
<tr>
<td>Reports To: Superintendent</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Pay Code: 21</td>
<td>EEO:</td>
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<tr>
<td>Minimum Pay Range: $154,700.00/Annually</td>
<td>Maximum Pay Range: $259,440.00/Annually</td>
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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 Assistant Superintendent of Business Operations directs the strategic management of the district's daily business operations in support of its schools. Oversees the areas of finance, custodial services, transportation, maintenance, nutrition, talent and development, and information technology. Serves as a key contributor on the Superintendent's Senior Leadership Team to provide leadership to the district.
INFORMATION FOR CANDIDATES

Thank you for your interest in serving as Assistant Superintendent of Business Operations 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 responses 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 prompts below within the specified timeframe.

-Prompt (60 seconds)- Introduce yourself. Why this role, this district, right now? In your response, include how you will elevate the District’s excellence in this role. Please be succinct and specific.

-Prompt (90 seconds)- What experience do you have that demonstrates your capacity to effectively oversee and strengthen the excellence of the District’s nutrition, facilities, real estate, and talent departments. 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.