Executive Assistant to the Superintendent

Location Name: Central Office

Category: Administrative/Clerical

# of Openings: 1

Close Date: 5/24/2024

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

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.

PURPOSE AND SCOPE

The Executive Assistant to the Superintendent is integral to the daily operations of the Office of the Superintendent and the District as a whole. Since the Executive Assistant is often the first contact for the Superintendent, it is critical that this person understands and supports the district’s mission and values. The Executive Assistant provides a high level of support to the Superintendent by anticipating the Superintendent’s needs and using independent judgment and initiative. A key component of this position is managing the Superintendent’s time and providing detailed preparation for meetings, projects, events, and travel. The Executive Assistant reports to the Special Assistant to the Superintendent and works closely
with all departments in a highly collaborative setting. This position requires a high level of confidentiality, dependability, punctuality, critical thinking skills, and positive energy at all times.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor’s Degree in Business or Education, or a related area, or equivalent, for a total education/experience of 4 years. Experience working directly with a CEO/President of a large organization is preferred. *(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 = 6 years plus required years of experience.

**Additional Job Details**

Salary: Commensurate with experience and is negotiable.

Please note: Interested applicants must apply on the MSCS website.