Project Manager to the Superintendent

Posted Date 5 hours ago (5/2/2024 11:24 AM)

Location Name Central Office

Salary Min USD $62,844.00/Yr.

Salary Max USD $101,808.00/Yr.

Category Central Office

# of Openings 1

Close Date 5/10/2024

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.

SUMMARY DESCRIPTION

The purpose of a Project Manager for the Superintendent is to collaborate closely in overseeing and managing the special projects of the office. The Project Manager works in tandem with the Superintendent and Special Assistant to the Superintendent to ensure effective planning,
execution, and completion of projects. Their role involves coordinating board meeting agendas, researching policy, facilitating key communication across the district community, and managing special initiatives created by the Superintendent: Superintendent’s VIP tours, central office CHAMPs, Barber Shop Talk, Legacy Builders, etc.

**Additional Job Details**

**For Candidates**

Thank you for your interest in serving as Project Manager 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, May 10, 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 excellence and efficiency of the Superintendent managing multiple projects in this role. Please be succinct and specific.

- **Prompt (90 seconds)** - What experience do you have that demonstrates your capacity to effectively take an idea from conception to execution working with a diverse district internal and external community. Please be succinct and specific.

- Save all files using the naming convention: [Last Name.First Name.Title of Position Seeking.Resume (WritingSample, 60secvideo, etc)].

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

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