Executive Services Senior Advisor

Location Name Central Office
Salary Min USD $63,880.35/Yr.
Salary Max USD $91,883.04/Yr.
Category Central Office
# of Openings 1
Close Date 6/4/2024
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 essential function of this position within the organization is to ensure the management of all Board programs and support the Memphis Shelby County School Board Members. This position provides efficient and effective services to the Board and facilitates responsive
constituent service. This position reports directly to the Board Chair, with onsite supervision and guidance provided by the Chief of Staff.

Minimum Qualifications
Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or other closely related field and or equivalent work-related experience, plus 5 years of managerial office experience for a total education/experience of nine (9) years. (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 a Master’s degree is required, years for Bachelor’s Degree must be included.

Additional Job Details
Salary Range: Minimum $63,880.35/Yr. to Maximum $91,883.04/Yr.
Please note: Interested persons must apply through the MSCS Careers website.