Executive Services Advisor

Location Name: Central Office

Salary Min: USD $30.71/Hr.

Salary Max: USD $44.17/Hr.

Category: Central Office

# of Openings: 3

Close Date: 6/30/2024

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

Works under the direction of the Memphis-Shelby County Schools Board to perform research and analysis for policy and procedure consideration. This position provides efficient and effective services to the board and develops area expertise in all required areas.
Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or related field and three (3) years administrative research experience and policy development in the public education environment; for a total education/experience of seven (7) 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 master’s degree are required, years for Bachelor’s Degree must be included.

Additional Job Details

Pay range: $30.71/hr. minimum to $44.17/hr. maximum

Interested persons must apply for this position through the MSCS Careers website.