



Shelby County Schools Position Description

Job Title:	Job Code: TBD
Reports To:	FLSA Status: Exempt
Pay Code:	EEO:

PURPOSE AND SCOPE: Works under

ESSENTIAL FUNCTIONS: This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.

ESSENTIAL JOB FUNCTIONS:

1. Performs other related duties as assigned or directed.

MINIMUM QUALIFICATIONS: (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 degrees are required, years for Bachelor's Degrees must be included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the full range of SCS functions and organizational practices, or ability to rapidly acquire this body of knowledge
- Ability to tackle the operational challenges of each school in a complex, changing political and educational environment
- Skill in developing data-supported solutions and using fact-based logic; ability to translate complex analysis in an easy to understand manner and present to a broad audience
- Outstanding leadership skills and ability to build high-performing teams through both recruitment and selection and professional development

Job title

Date



Shelby County Schools Position Description

- Ability to manage daily administrative tasks without losing sight of long-term goals and planning
- Knowledge in building systems and practices to support healthy and high performing student and adult cultures

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

SCS is an Equal Opportunity Employer. SCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



Shelby County Schools Position Description

Job Description Approval:

Chief

Date

Compensation Manager

Date

SCS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex (including pregnancy), sexual orientation, gender identity, genetics, or age (40 or older).

Job title

Date