



## CHIEF OF STAFF

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### **Mission**

- To provide executive assistance to the Superintendent in supporting and ensuring effective communication with the Board of Directors, both as a group and as individuals. This support encompasses a wide range of key responsibilities with a goal of ensuring that the Board has all background information necessary to make decisions relative to the direction of the district.
- To serve as the Superintendent's liaison in monitoring and facilitating the progress of staff-led projects and initiatives, and in being attuned to the concerns and positions of community individuals and groups relative to district activities and plans.
- To serve as a highly effective communicator and leader who takes responsibility for complex short-term assignments, intervenes by means of strategic problem solving, and oversees district relations with governmental and community agencies at multiple levels.

### **Position Summary**

The Chief of Staff provides operational assistance by managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, by supporting the deliverables of the Superintendent's Cabinet Team, and by ensuring that expectations and deadlines are clearly communicated to staff. The Chief of Staff serves as a key strategic planner, advisor, decision-maker and problem solver for the Superintendent, ensuring that issues needing the Superintendent's attention are addressed in a timely way. The Chief of Staff supports the Superintendent by serving as the executive liaison with the Board of Directors and by facilitating effective communication with the Board's leadership team and with individual Board members; by overseeing the Board's policy development and offering policy interpretation and advice; and by preparing/contributing to reports, briefings, presentations and responses on Board goals and specific issues. Ongoing support for the Board also includes such responsibilities as working with the Board Secretary to prepare agendas, structure meetings, and ensure accuracy of minutes, organizing subcommittees, and gathering and disseminating information for the Board and on behalf of the Board. The Chief of Staff represents the district and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with all stakeholders; and ensures that the Superintendent's office is responsive to the needs of the Board, staff and community, with attention to supporting equity and diversity.

## Supervisory Relationship

This position reports to the Superintendent of Schools. The Chief of Staff supervises the district functions of communications, intergovernmental relations and grant applications/development.

## Essential Functions

- Serve as chief aide and liaison to the Board of Directors. Oversee Board communication and preparation of materials for Board meetings and retreats. Plan meeting agendas and work sessions with Board leadership. Attend Board meetings and ensure that minutes are taken and follow-up assignments are completed.
- Draft Board goals and progress reports in collaboration with the Superintendent and department directors.
- Develop policy documents, communications and recommendations for the Superintendent and oversee policy updates needed to align with new legislation or legal mandates. Provide information on district policies and procedures and advise staff in interpreting policy direction.
- Manage special assignments on a short-term basis and provide effective intervention in complex situations. Initiate and lead interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
- Provide senior staff leadership and support for district committees appointed to advise the Board or the Superintendent. Develop the committee charge, coordinate committee appointments, monitor meeting agendas, and prepare materials to support the committee in achieving its objectives on time.
- Serve as a key member of the Superintendent's executive cabinet, coordinating agendas, facilitating meetings and ensuring that follow-up actions are completed. Provide leadership and support to the Superintendent's direct reports to ensure that the district's strategic goals and objectives are met and that projects are carried out in a timely way.
- Assist with matters related to legislation and intergovernmental relations. Support the Board in identifying legislative priorities and communicating with local legislators.
- Assess and manage sensitive issues that arise in the rapidly changing environment of the Superintendent's Office where improper handling could have serious consequences for the school district. Serve as the Superintendent's and Board's two-way intermediary with district departments, staff and community members, with support for enhancing equity and promoting diversity.
- Analyze, interpret, and provide recommendations to the Superintendent concerning district issues and other matters.
- Facilitate external relationships with community groups, policymakers, funders, and other stakeholders. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures in areas of responsibility.
- Provide oversight and leadership for the functions of district communications and grant application/development, including the public acknowledgement of contributions and accomplishments of staff, students, and community.

- Serve as Deputy Clerk and act in the absence of the Superintendent as required.
- Perform other duties as determined by the Superintendent.

### **Required Knowledge, Skills and Abilities**

- Ability to manage and complete projects with attention to detail, demonstrating strong organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
- Ability to actively listen to others, build consensus and resolve conflicts.
- Ability to skillfully navigate existing political structures/systems.
- Ability to motivate, inspire and move others into action to achieve assigned goals.
- Knowledge of public meetings and records law and how the Board of Directors and staff interact to achieve short and long-term District goals.
- Ability to build and maintain strong relationships.
- Ability to work successfully alone or on a team.
- Ability to coach, coordinate, and lead teams.
- Ability to tailor a message for the audience, context, and mode of communication.
- Ability to establish clear expectations, deliverables and deadlines.
- Ability to set clear agendas and facilitate effective meetings.

### **Minimum Qualifications**

#### Education

Master's Degree in Education, Communications, Public Relations or related field.

#### Experience

- Minimum of three (3) years leadership experience in upper management, required.
- Experience as an assistant to the CEO of a non-profit or for-profit organization, preferred.
- Experience working directly with elected officials, superintendents, executive cabinet leaders, school board members, city managers, non-profits or community representatives, strongly preferred.
- Demonstrated strong oral and written communication skills, required.
- Fluency in Spanish language, preferred.
- Extensive knowledge of state, local and school system fiscal regulations, policies and procedures, preferred.
- Demonstrated track record of success required in:
  - Leading multiple strategic initiatives simultaneously.
  - Coalition and relationship building across a diverse group of stakeholders.
  - Leading significant cross-functional initiatives in diverse and complex organizational settings.
  - Leading in an achievement-oriented and fast-paced environment.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Executive
<b>Pay Grade</b>	Director
<b>Developed by</b>	Dr. Celia Feres-Johnson <i>Director of Human Resources</i>
<b>Reviewed by</b>	Dr. Sheldon Berman <i>Superintendent of Schools</i>
<b>Approved by</b>	Dr. Sheldon Berman, <i>Superintendent of Schools</i>
<b>Last revised</b>	January 2014

***This job description in no way states or implies that the duties above are the only duties to be performed by this position. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent.***

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***For advertising the position:***

The Chief of Staff is a key district linchpin, employing highly honed leadership skills in communication, organization, and interpersonal relations to serve as a trusted facilitator and project manager for the Superintendent and the Board of Directors. The Chief of Staff provides the Superintendent and the Board with executive-level support, intervention, and problem solving to facilitate steady progress in achieving district goals for all learners.