

## CHIEF OF STAFF

### DEFINITION

The Chief of Staff serves as the principal staff assistant to the Superintendent of Schools, exercises functional supervision over the Superintendent's direct reports, and exercises primary supervision over the remainder of District staff.

### TYPICAL DUTIES

- Represents and acts on behalf of the Superintendent as directed.
- On behalf of the Superintendent, coordinates all District academic and nonacademic operations and activities including District operations and initiatives, and information flow from District Staff to and from the Board of Education.
- Oversees the execution of the Superintendent's policies.
- Coordinates the development of the District's strategic plan.
- Serves as the primary liaison between the Superintendent and the Board of Education.
- Directly supervises the Superintendent's support staff.
- Serves as Superintendent's representative on professional, governmental, and community committees, task forces, and commissions and in problem solving conferences with parents, community and governmental representatives and District and Board of Education staff.
- Serves as Chairman of the Superintendent's Senior and Executive Staff, chairs Superintendent Cabinet, Council and Compensation Advisory Council meetings.
- Evaluates the performance of subordinate personnel.
- Makes recommendations concerning the implementation of goals and objectives as well as proposed board policy; provides administrative oversight for the preparation and completion of reports and interpretation of related data for District administrators, staff and the public for effective decision-making by the Superintendent.
- Advises the Superintendent and district administrators on regulations, policies and procedures.
- Supports the Superintendent's goals to involve staff in working to assure student achievement.
- Facilitates and coordinates District operations to involve staff in providing support and participation in support of the District's mission.
- Attends or participates in required District, Board and committee meetings and other activities deemed necessary by the Superintendent in order to accomplish the objectives of the position and for professional achievement.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges of information.
- Supervises all aspects/operations of the Superintendent's office.
- Acts a primary crisis manager or troubleshooter for the Superintendent.
- Serves as liaison between the Superintendent and the Inspector General.
- Performs other duties as assigned.

### SUPERVISION

The Chief of Staff reports to the Superintendent of Schools and is the principal liaison between the Superintendent and the Superintendent's direct reports. Supervision is exercised over Sr. Management, Management, Administrative and clerical employees.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Staff reports directly to the Superintendent of Schools and is the principal liaison between the Superintendent and the Board of Education. The Chief of Staff has functional supervision over all Superintendents' direct reports.

## CLASS QUALIFICATIONS

### Knowledge of:

- Strategic planning and business restructuring
- Theories, techniques and methodologies related to managing operations of a large, complex urban organization in a culturally diverse community
- Collaborative problem-solving methods
- Principles and practices of administration and supervision
- Budget preparation and control
- Oral and written communication skills
- School and District organization, operations, policies and objectives
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Effective administrative and managerial practices and ability to implement them

### Ability to:

- Provide leadership in business operations, professional development, funding compliance, communications, systems technology, budget development, human resources, community relations and other related services to provide support for the District
- Contribute to strategic planning and establish objectives
- Supervise assigned staff
- Motivate others and stimulate team and group processes
- Produce results and quality work, personally and through subordinates
- Establish clear performance expectations and evaluate based upon results
- Share decision-making
- Effectively represent the District before the public
- Provide appropriate and constructive feedback to District staff
- Provide direction and assistance to staff and team members
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situation accurately and adopt an effective course of action
- Work effectively and cooperatively with all racial, ethnic, and socioeconomic groups
- Make formal, public presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A Masters Degree is preferred.

Experience:

Eight years of business, legal, operations or certificated experience at the managerial level is required. Experience as chief of staff or principal administrator in a large public organization is preferred.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Senior Management classification, exempt from bargaining units .
2. Exempt from FLSA.
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.
4. Travel to locations throughout the District is required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
06-28-18  
KG