

JOB DESCRIPTION
San Diego County Office of Education

Chief of Staff

Purpose Statement

The Chief of Staff leads strategic and tactical initiatives and projects as assigned by the County Superintendent of Schools (“Superintendent”) to ensure the viable operations of the San Diego County Office of Education (“SDCOE”); maintains constant and timely communication with the Superintendent regarding the day-to-day operation of SDCOE; ensures that the Superintendent’s directives are implemented and represent SDCOE; serves as the Chief Communications & Public Relations Officer to plan, develop, and implement strategic communication services for SDCOE.

Essential Functions

- Provides leadership and support in the assessment and tracking of progress toward the Superintendent’s goals, vision, and policies; organizes, coordinates, and directs work on special projects as assigned by the Superintendent to accomplish stated goals.
- Serves as a key member of the Superintendent’s executive cabinet.
- Ensures that expectations and deadlines are clearly communicated to administrators and that issues that need the Superintendent’s attention are handled efficiently and in a timely manner.
- Assists in the development and implementation of SDCOE’s strategic plan.
- Assists with the preparation of the Superintendent’s evaluation.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels within the SDCOE and with students, families, communities, advocacy groups, and partners to effectively represent the Superintendent and SDCOE.
- Develops policy documents, communications, and recommendations for the Superintendent, and collaborates with SDCOE leadership to research, develop, and implement policy updates as needed to align with new legislation or legal mandates.
- Sets the strategic direction of the Superintendent’s calendar to ensure that it aligns with stated priorities, including vetting and evaluating requests from internal and external constituents.
- Channels incoming correspondence directed to the Superintendent’s office to appropriate personnel for action or information; conserves the Superintendent’s time by reading, researching, and responding to correspondence and requests.
- Receives and resolves concerns from staff, administrators, and the public in a timely manner; refers appropriate issues to Human Resources to resolve; provides information on established policies and procedures, and serves as a liaison between the Superintendent’s office and members of the community, families, and staff.
- Represents the Superintendent on local, regional, and/or State boards and committees as assigned; participates in County Board of Education and other meetings as assigned by the Superintendent.

- Develops, recommends, and implements overall organizational communications and communication strategies for programs, initiatives, services, and events of the San Diego SDCOE of Education.
- Develops communications programs with the public, SDCOE staff, and media for the purpose of ensuring services are provided within established timeframes in compliance with all related requirements.
- Advises school district personnel on communication strategies and assists with the development and release of information.
- Prepares a wide variety of often complex materials (e.g. crisis plans, executive communications, special projects, public information, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing references, making presentations, and/or providing supporting materials for requested actions.
- Serves as the primary Communication/Public Information Officer during emergency and disaster situations by providing prompt and accurate information to staff, the public, and district personnel.

Other Functions:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; excellent interpersonal and leadership skills; conducting interviews; conducting meetings; facilitating meetings; interviewing techniques and practices.

KNOWLEDGE is required of principles and practices of public relations work; operational needs of county offices and school districts; COE organization, policies, strategic initiatives, objectives, and goals; principles and techniques of budget preparation and control; employee collective bargaining agreements; community resources; office application software; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to perform quality checks of services provided; routinely gather, collate, and/or classify data; make effective presentations in front of large groups; work with a significant diversity of individuals and/or groups; communicate effectively with diverse groups to build consensus and resolve conflicts; use collaborative problem-solving methods; exercise considerable tact and courtesy at all times; meet deadlines and schedules; set priorities; work as part of a team; quickly analyze situations to make quick and accurate decisions; work with multiple projects; deal with frequent interruptions and changing priorities; maintain confidentiality; and facilitate communication between persons with frequently divergent positions; available on-call; work extended hours; and work with detailed information/data.

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. The job generally requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free indoor environment.

Experience Five (5) years of increasingly responsible senior management experience in a large, public education agency. Experience planning, organizing, and executing agency-wide programs and communications required.

Education Master’s degree in communications, public administration, education administration, educational leadership, or closely related field.

Equivalency A combination of education and experience equivalent to five (5) years of increasingly responsible senior management experience in a large, public education agency, and a master’s degree in communications, public administration, education administration, educational leadership, or closely related field.

Required Testing
N/A

Certificates
Valid CA Driver’s License

Continuing Educ./Training
Maintains required certificates

Clearances
Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA Status: Exempt
Salary Range: Classified Management, Grade 059
Established: 5/2019
Revised: N/A

Approved by the Personnel Commission: May 29, 2019