

CHIEF OF STAFF

Classification: Administrator

Location: District Office

Reports to: Superintendent

FLSA Status: Exempt

Employee Group: Executive Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership and strategic vision in coordinating programs, administrators, and staff in the key areas of: strategic planning; government relations; state compliance; policy development; budget development; and staff allocation. Serves as a key strategic advisor for the superintendent and acts as the superintendent in his/her absence.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Superintendent. Is held responsible for results in terms of effectiveness of planning, policies, programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

Provides leadership, integration, and synergy to District/functional directors in performing the following management functions:

1. District Leadership: Serves as a member of the Executive Council in providing overall district leadership and direction. Provides leadership and support to Executive Council leaders to ensure district goals are achieved. Advises the Superintendent and Board on a broad spectrum of educational and programmatic needs and implications of District systems.
2. Strategic Planning: Provides leadership to the strategic planning process to develop and maintain a clear, viable, and effective vision, mission, and set of strategic objectives. Establishes and administers a system for monitoring and communicating progress and accomplishment of strategic goals, objectives and action plans. Takes the initiative to develop and recommend modifications to the strategic plan based on evolving issues, data,

and challenges. Participates in capital planning and budgeting and provides leadership and decision making to District bond initiatives. Stays abreast of research on the field of public education, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.

3. Program Direction: Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across the district. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions. Program direction includes calendar development, superintendent's office coordination and cohesion, and labor management related to bargaining. Provides operational oversight of assigned District programs including but not limited to school choice and charter/magnet school reviews, applications, and proposals.
4. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Conducts periodic comprehensive assessment review of assigned programs to determine their level of effectiveness and contribution to the mission of the District and to identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations to the Superintendent and Board to share the program evaluation results.
5. Government Relations/State Compliance: Coordinates with state, regional, and local agencies as well as with legislative and government officials to advocate and build support for the District and educational program(s). Coordinates and prepares presentations, proposals, and legislative agendas for internal and external contacts. Monitors state and federal laws, statutes, policies and guidelines. Assures that compliance procedures are in place to fulfill compliance and reporting requirements.
6. District Policy Formulation and Guidance: Recognizes the need for and coordinates the formulation of district policies necessary to implement district goals and objectives and to assure effective implementation and operation of District programs. Reviews policies to determine when modifications are necessary to advance the goals of the District and to serve the overall needs of employees, managers, and the organization. Presents policy proposals to the Superintendent and Board for approval.
7. K-12 Budget Development and Staffing: Provides leadership and coordination to the development of the District's K-12 annual budget. Completes yearly enrollment student forecasting and planning. Assists with department budget development and

school/department staffing allocations.

8. Crisis Management/Coordination: Provides crisis management coordination ensuring processes are followed and debriefed.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Minimum of five (5) years of progressively responsible senior leadership experience in a public school setting, which included involvement in most or all of the major functions of the position.
3. Possess or ability to obtain Oregon administrative license.
4. Proven skills in strategic planning to include assessment, engagement, collaboration, goal setting, and program implementation.
5. Excellent oral and written communication skills and the ability to deliver complex and controversial presentations requiring rapid thinking and coalition building.
6. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
7. Strong data analysis and analytical skills to support complex budget planning, programming and execution.
8. Demonstrated leadership and supervisory ability.
9. Valid state driver's license.

Part V: Desired Qualifications:

1. Bilingual
2. Minimum of three (3) years K-12 school based administrative experience.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.