

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

CHIEF OF STAFF

POSITION: Chief of Staff

REPORTS TO: Superintendent of Schools

LOCATION: Department of Human Resources

NATURE OF WORK:

This position is responsible for planning and directing the full range of Human Resources activities for all school system employees. This includes employment, negotiations and labor relations, certification, wage and salary administration, policy and regulation development, retirement coordination and substitutes. The individual in this position is a member of the Superintendent of Schools Support Staff Team (SSST) and will advise the Superintendent of Schools and members of the SSST regarding Human Resources issues and strategies.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Plans, organizes and implements a program of recruitment and hiring of all employees
- Reviews, evaluates, and prepares personnel policies and procedures
- Possesses knowledge of public school law, labor law, law related to equity, equal employment and fair labor practices
- Administers negotiations with employee associations on behalf of the Board of Education; and
- Provides guidance to the Superintendent of Schools, system administrative and supervisory personnel in matters relating to employee relations, personnel, employee benefits, legal issues
- Develops and coordinates the recruitment of all employees
- Reviews the qualifications of all applicants for positions of employment
- Coordinates all interview schedules
- Recommends employment of personnel to the Superintendent of Schools
- Provides all employees at the time of employment with an explanation of the conditions of employment, including employee benefits
- Maintains personnel files for all employees including a data bank for certificated employees
- Develops personnel policy and procedures manuals
- Reviews and approves requests for tuition reimbursements
- Coordinates requests for the issuance and renewal of teaching certificates
- Compiles personnel data reports for local, state and/or federal agencies
- Develops job descriptions for each position classification
- Periodically reviews classifications of positions and salary schedules
- Serves as a retirement coordinator for all employees and provides counseling services at the time of retirement
- Prepares and distributes position vacancy announcements
- Serves as hearing officer for Level III grievances as directed by the Superintendent of Schools
- Implements (coordinates) employee assistance program
- Interprets and administers the certificated and non-certificated negotiated agreements
- Supports staff development and leadership programs for administrators, certificated and non-certificated employees
- Serves on various committees appointed by the Superintendent of Schools
- Attends monthly meetings of the Maryland Negotiating Service
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent of Schools

QUALIFICATIONS:

Required:

- Master's degree
- Five (5) years' experience in personnel management, or as building principal, or a related field involving labor relations, personnel functions, employee benefits, and negotiations
- Experience working with representatives of employee organizations – certificated, non-certificated, administrators and supervisors

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

BARGAINING UNIT ELIGIBILITY: Confidential – Exempt

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