Position Inventory: E92
FLSA Status: Exempt
Bargaining Unit: N/A
Classification: Non-Licensed Administrator
Calendar: 12 Month / 8 Hours per day
Job Description Last Review Date: 11/05/2026
Job Description Adoption Date: 07/30/2026

Job Title: Chief of Staff and Human Resources Officer
Department: Office of Human Resources
Reports to: Superintendent
Highest Level Supervised: Director

Job Summary:
The Chief of Staff provides strategic leadership across two integrated portfolios: serving as Chief of Staff to the Superintendent and leading the district's human resources functions. As Chief of Staff, the position serves as the district's integrator, aligning policy, staffing strategy, legal compliance, and intergovernmental and legislative liaison work into a coordinated approach that advances the Superintendent's priorities and the district's strategic plan. Additionally, the position provides strategic leadership and operational oversight of human resources functions across the district. The position serves as a key advisor to the Superintendent, is a member of the Superintendent's Cabinet, and ensures the district complies with applicable laws and district policies. The position requires a high degree of autonomous decision-making, strategic foresight, and knowledge of state and federal laws. The essential functions, as shown below, are representative of key areas of responsibility; specific position requirements will vary depending on the assignment of projects by the Superintendent.

Essential Functions and Responsibilities:
1. Ensure compliance with applicable laws, policies, and regulations. Responsible for analyzing new laws, policies, and regulations and turning these into operational requirements.
2. Serve as the Superintendent's strategic advisor and primary coordinator with legal counsel on personnel matters, policy development, employment law, and regulatory compliance.
3. Serve as Chief of Staff to the Superintendent, aligning district policy, staffing strategy, legal compliance, and intergovernmental liaison functions, and coordinating cross-functional Cabinet initiatives to ensure alignment and follow-through across departments.
4. Direct and coordinate the development, implementation, and continuous improvement of district policies and administrative regulations, ensuring alignment among policy, staffing structures, legal requirements, and operational practice.
5. Advise the Superintendent and Board of Directors on legislative matters, monitoring and analyzing state and federal legislation, coordinating the district's legislative priorities and advocacy, and serving as a liaison to state, intergovernmental, and community partners.
6. Direct organizational design initiatives, including classification, compensation, staffing structures, and workforce effectiveness strategies.
7. Develop and execute short-term and long-term goals related to human resources.
8. Direct recruitment, retention, evaluation, succession planning, employee relations, and workforce engagement efforts to build and sustain a high-performing and diverse workforce.
9. Oversee labor relations activities, including collective bargaining, contract administration, and grievance resolution.
10. Direct the continuous improvement of human resources systems, programs, and service delivery.
11. Serve as the point of contact for federal and state offices, as assigned by the Superintendent.

12. Collaborate with executive leadership to forecast staffing needs and align human capital strategies with the district's strategic plan.
13. Actively support the efforts of the Board, Superintendent, and colleagues to achieve district goals and objectives.
14. Maintain professional learning and growth through professional organizations, seminars, course work, and collaboration.
15. Other duties, as assigned.

Minimum Qualifications:

- **Education:** Juris Doctorate or advanced degree in organizational development, public administration, human resources, policy development, or educational administration or an equivalent combination of education and relevant experience
- **Work Experience:**
    - Five years previous supervisory
    - Five years administrative experience in an educational setting
- **Licensure or Certification:** One of the following certifications, preferred:
    - License to practice law
    - Iowa Administrator license
    - SHRM-CP, SHRM-SCP, PHR, or SPHR

Knowledge, Skills, and Abilities:

1. Extensive knowledge of federal and state employment laws, education laws, regulations, and compliance requirements affecting public school districts.
2. Knowledge of board governance and policy governance models, including the district policy development and adoption process.
3. Ability to align policy, staffing, legal, and compliance considerations into coherent, operationally sound recommendations and practices.
4. Knowledge of the state and federal legislative process and its application to public school districts, including legislative analysis and advocacy.
5. Ability to serve as a liaison to legal counsel, governmental bodies, and community partners on behalf of the Superintendent.
6. Ability to coordinate and drive cross-departmental initiatives and district priorities on behalf of the Superintendent.
7. Knowledge of human resources management principles, including recruitment, retention, employee relations, performance management, compensation, classification, and succession planning.
8. Strong analytical skills with the ability to interpret complex laws, regulations, contracts, and policies and translate them into operational practices.
9. Skilled in negotiation, conflict resolution, and consensus-building.
10. Demonstrated ability to collaborate effectively with diverse stakeholder groups, including colleagues, employees, unions, and external partners.
11. Effective written and oral communication and presentation techniques.
12. Ability to prioritize tasks and to delegate them when appropriate.
13. Strong analytical and problem-solving skills.
14. Strong supervisory and leadership skills.
15. Excellent organizational skills, attention to detail, and commitment to quality and accuracy.
16. Excellent time management skills with a proven ability to meet deadlines.
17. Proficient with Microsoft Office Suite or related software.
18. Maintain confidentiality.
19. Attend work on a prompt and regular basis.

20. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.

Physical Requirements:

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (10 lbs.)	Occasional 1% - 32%
Carrying (25 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Constant 67%+
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

HR Signature: Matthew Smith **Date: 11/05/2026**

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