



## **CHIEF OF STAFF**

### **Office of the Superintendent**

#### **GENERAL RESPONSIBILITIES**

Responsible for general staff administration under the direction of the Superintendent. Monitors and ensures alignment of all work and initiatives with the school division's strategic plan and direction. Plans, organizes, controls and directs the work of the executive staff, except those specific areas reserved by the Superintendent.

#### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Support the school division's strategic plan in all activities.
- Provide administrative coordination for the school division's overall operations and related support activities.
- Provide leadership for implementation and monitoring of services.
- Support assessment and tracking of progress towards strategic plan goal achievement and implementation to achieve strategic plan objectives.
- Supervise executive and support staff of the Office of the Superintendent.
- Convene school division administrators and staff to discuss division operations, services and issues.
- Prepare agenda for and chair the executive committees in the absence of the Superintendent.
- Develop and continuously enhance an integrated communications network within and between schools, departments, and the community in order to support an effective work environment.
- Recommend development, administration and evaluation of division policies and procedures that assist staff in the operation of the school division.
- Provide administrative oversight for the preparation of reports; assure the completion of reports and interpretations of related data for the administration, staff and the public to promote effective decision making by executive staff, site-based administrators and the Superintendent.
- Support the school division's organizational development, leadership development, succession planning and staffing priorities as directed by the Superintendent.
- Facilitate and coordinate school division operations to involve executive and support staff in providing support to the schools.
- Support the Superintendent's goals for executive staff accountability in working to assure student achievement.
- Attend or participate in required meetings deemed necessary by the Superintendent in order to accomplish the objectives of the position and for professional growth.
- Represent and act on behalf of the Superintendent as directed.
- Serve as chair of the Superintendent's executive leadership team (senior staff/Chiefs).
- Organize, participate, schedule and manage priorities for Superintendent's executive leadership meetings.
- Provide support, feedback and direction for the Superintendent's executive leadership team.
- Meet regularly with and advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Receive weekly legal updates of concern to the school division; update and advise the Superintendent.



## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of techniques and strategies for managing a large, diverse organization; knowledge of overall administrative practices and procedures of a K-12 school division and general school administration; knowledge of policies and regulations governing the school division for local, state, and federal entities; knowledge of the strategic plan; knowledge of school level administrative practices and procedures; excellent oral and written communication skills; excellent organization skills; ability to provide leadership and direction in the administrative and instructional functions of the school division; ability to establish and maintain effective working relationships with school officials, administrators, teachers, classified and support staff.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Education and a Master's Degree in School Administration with an earned doctorate preferred. Five (5) years of experience as a classroom teacher and a minimum of five (5) years of experience as a school principal and leadership level administrative experience at the central office level.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **SPECIAL REQUIREMENTS**

Possession of a valid driver's license and a valid Virginia License for K-12 Administration