

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief of Staff	REPORTS TO:	Superintendent of Schools
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Executive Management
FLSA:	Exempt	SALARY GRADE:	054
EFFECTIVE:	May 14, 2013		

BASIC FUNCTION:

The Chief of Staff serves as the principal staff assistant to the Superintendent of Public Schools, exercising functional supervision over the Superintendent's direct reports, and exercises primary supervision over the remainder of District staff.

LEADERSHIP ROLE AND FUNCTIONS:

- The role and function of the Chief of Staff is to supervise on a constant, ongoing basis, the translation of the district's educational philosophy, goals, and objectives into active terms that directly benefit each individual student.
- The Chief of Staff assists the Superintendent substantially and effectively by providing leadership in developing, supporting, communicating, aligning, calibrating and maintaining the highest quality educational programs and services.
- The Chief of Staff reports to the Superintendent and works collaboratively as a member of the Superintendent's Cabinet.

REPRESENTATIVE DUTIES: (An incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Coordinate all District academic and nonacademic operations and activities including District operations and initiatives, and information flow from District Staff to and from the Board of Education. *E*

Oversee the execution of the Superintendent's policies. *E*

Coordinate the development of the District's strategic plan. *E*

Participate with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs. *E*

Serve as a member of the Executive Committee and Executive Leadership Team. *E*

Maintain constant communication and contact with the Superintendent concerning the overall operation of the district. *E*

Represent the Superintendent at meetings of staff and community groups, as requested. *E*

Visit schools with Superintendent, Area Superintendents, and Deputy Superintendent to assess level of district support services and provide appropriate feedback to district departments to enhance and adjust district support services. *E*

Meet with Deputy Superintendent and Area Superintendents regularly to support the implementation of district-wide initiatives, and goals. *E*

Act as an advocate for district schools and ensure that quality support and services are provided. *E*

Act in a liaison capacity between the Superintendent and division and department heads, school administrators, employee organizations, other school districts, public agencies, and the public, as directed. *E*

Analyze and manage sensitive issues that arise frequently in the rapidly changing environment of the Superintendent's office where improper handling may have serious consequences for the school district. *E*

Develop collaborative service delivery methods, design and develop effective teams and organizational structures; encourage effective new practices and methods; assure coordination of divisional activities with other units and contribute to school improvement efforts. *E*

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action. *E*

EDUCATION AND EXPERIENCE:

A combination equivalent to: master's degree in educational leadership, business administration or a related field and six years of business operations management, supervisory or administrative work experience in a large, complex organization, such as a large, culturally diverse urban school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques and strategies for managing a large, diverse organization.
- District curriculum, school instructional programs, and operations.
- Principles and techniques of budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.

ABILITY TO:

Provide leadership and direction in the administrative and instructional functions of the district.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Plan and organize programs.

Contribute to strategic planning and establishment of objectives.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Supervise and evaluate the performance of assigned staff.

Strategic planning and business restructuring.

Apply theories, techniques and methodologies related to managing instruction and operations of a large, complex urban organization in a culturally diverse community.

Use collaborative problem-solving methods.

Apply principles and practices of administration and supervision.

Communicate using precise oral and written communication skills.

Apply knowledge of School and District operations, policies and objectives.

Adhere to applicable district, state and federal laws, codes, regulations, policies and procedures.

Apply interpersonal skills using tact, patience and courtesy.

Use technology tools to enhance core functions and communications.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor; office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

BOE Approved 5.14.13

Job Code 1196

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