



REVISED:  
03/27/2018

JOB TITLE:	CHIEF OF STAFF
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8002
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Ensures effective operations of the superintendent's office; provides comprehensive support to assigned areas; provides strategic communications counsel to the Superintendent; serves as a credible representative of the superintendent within the district, in the community, and at state and national levels.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Assists the Superintendent and other executive leaders in the preparation and delivery of communications necessary to advance the district's vision, mission, and strategic goals

Orchestrates effective communication between the superintendent's office and employees

Serves as frontline advocate for the superintendent's strategic initiatives and priorities within the district and the community

Serves as a confidential advisor to the superintendent on district issues

Coordinates official meetings and related functions of the Board to ensure efficiency and enhance the Board's effective governance of the school system

Supports Board members' participation in activities conducted by external organizations

Oversees the secretarial operations that support productivity and effectiveness within the superintendent's office

Prepares and manages the annual budget for the superintendent's office

Facilitates communication and cooperation among senior management related to the successful, timely completion of work assigned

Represents the superintendent at functions and on committees as assigned

Ensures the dissemination of accurate, timely, and helpful information from the superintendent's office to other entities and individuals, internally and externally

Accompanies the superintendent and supports his/her participation as a member of various local, state, and federal commissions, task forces, and coalitions dealing with public education issues

Serves as a member of the superintendent's senior staff

Attends all meetings of the Board of Education and provides input

Provides leadership in all areas assigned by the Superintendent

Performs other duties as assigned by the Superintendent

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Master's Degree

Valid Kentucky Educational Leadership Certificate or equivalent
Five (5) years successful experience in a central office administrative/leadership position
Written and oral communication; overall knowledge of the total operation of the school system; organization; ability to deal with and communicate effectively with individuals and groups.
Effective communication skills

DESIRABLE QUALIFICATIONS
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate