



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	CHIEF OF STAFF
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**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
Experience in a diverse workplace