



REVISED: Submitted:
05/24/2023 05/23/2023

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. Serves as the executive chief and provides administrative leadership for the management of student support, safety, and wellbeing. Oversees the planning, development, assessment, and improvement of student support, safety, and wellbeing, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of student support, safety, and wellbeing in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Culture and Climate, trauma and mental Health, Student Support Services, School Nurses, District Safety, and other non-instructional projects.

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
Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Student Support, Safety, and Wellbeing Services
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 and the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
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
Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District
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