Title: Chief of Staff
Reports to: Superintendent of Schools
Salary Range: $126k - $171K (Actual Salary commensurate with exp.)
Application Deadline: Open to Filled

Position Summary

Support the attainment of the goals and objectives of the District’s Strategic Plan and performs other duties as assigned by the Superintendent. Reports directly to the Superintendent.

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 actions 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 develops a culture of collaboration between Board Directors and District leaders that results in a shared vision for District Success, as well as, forums to gain relevant and timely feedback from our community.

Responsibilities

The essential job functions include, but are not limited to, the following fundamental duties:

- Serve as Chief of Staff for providing chief support for the Superintendent and coordinating the central office departments, and interacting for the Superintendent with other staff members.
- Serve as Acting Superintendent at the direction of the Superintendent.
- Serve as support to the Superintendent for the Board of Directors and administrative staff.
- Work cooperatively with all Senior District Administration to advance the educational mission of the District.
- Manage ongoing projects initiated by the Superintendent connected to the Strategic Plan and generating ongoing management reports.
- 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.
- Coordinate the development of the District’s strategic plan.
- Participate with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.
- Serve as a member of the Executive Committee and Executive Leadership Team.
- Maintain constant communication and contact with the Superintendent concerning the overall operation of the district.
- Represent the Superintendent at meetings of staff and community groups, as requested.
- Meet with the District Senior Administration regularly to support the implementation of district-wide initiatives, and goals.
- Act as an advocate for district schools and ensure that quality support and services are provided.
- 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.
- 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.
- 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.
- Represent the Superintendent at local and national meetings.
- Coordinate long range planning activities.
- Prepare District level reports and manage special projects as directed.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Skill and strategies for managing a large, diverse organization.
- Experience leading district departments of 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:**

- Communicate precisely using oral and written communication skills.
- Provide leadership and direction in the administrative and instructional functions of the district.
- Maintain current knowledge of, and adhere to, applicable provisions of federal, state, and district laws, rules, and regulations.
- Plan and organize programs.
- Contribute to strategic planning and the development of objectives.
- Analyze problems, make decisions, and be responsible for those decisions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Supervise and evaluate the performance of assigned staff.
- Lead 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.
- Apply knowledge of School and District operations, policies and objectives.
- Apply interpersonal skills using tact, patience and courtesy. Use technology tools to enhance core functions and communications.

**Leadership Competencies**

- Political savviness and the ability build coalitions to support the school district’s mission.
- Character that demonstrates a strong sense of ethics and values; role models this for others.
- Creativity and leadership that support the organizational vision.
- Resourcefulness, taking the resources of the organization into consideration and getting things done for less.
- Ability to work constructively with others and manage constituencies effectively.
- Demonstrated Results Orientation.
Minimum Qualifications

- Four year degree in Education, Business or a related field
- 3 years in a Senior Leadership role for either a public or private organization

Preferred Qualifications

Master’s degree in educational policy and administration or a related field or appropriate relevant experience, a law degree or related professional degree, and five years of experience in an administrative, managerial or consultant position requiring policy development and/or managing operations in a large, complex organization. One year of this experience should be working with educational policy and issues.

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