

Chief of Staff

Office of Superintendent

Other - Position - Administrative

Job Number4600291958

Start Date

Open Date12/19/2023

Closing Date03/19/2024

Reporting to the Superintendent of Schools, the Chief of Staff is responsible for executive level support to the Superintendent by driving communication, collaboration, and monitoring to ensure the alignment of all work and initiatives with the District's strategic plan and overall direction. The Chief of Staff plans, organizes, and coordinates the work of the executive leadership team, except those specific areas reserved by the Superintendent of Schools, to ensure the Office of the Superintendent is efficiently and effectively meeting the needs of all key stakeholders. The Chief of Staff supervises the offices of Communication, Marketing, and Stakeholder Engagement as well as the workflow of the Superintendent's office to ensure quality and timeliness in the preparation of meeting materials and presentations.

Salary

(\$163,487/Annually)

FLSA: Exempt

12 Month Salary Schedule

Qualifications

- ? A minimum Master?s degree from an accredited institution in a relevant field including but not limited to business management, communication, public administration, or other related field.
- ? A minimum of ten (10) years relevant experience.
- o Preferred qualification includes an additional three (3) to five (5) years organizational development and/or administrative leadership experience in an urban school district, higher education setting, or state agency inclusive of multiple collective bargaining units.
- ? A combination of relevant education and experience may be considered in lieu of a minimum degree or a minimum experience rating.
- ? Specialized certification or micro-credential relevant to communications, public administration, or business management
- ? Comprehensive knowledge of public education policy,

processes, and programs.

? Thorough understanding of organizational structure with

direct experience in affecting systemic change.

? Demonstrated knowledge and experience with strategic project management and/or communications programs.

? Demonstrated record of strong analytic, systems-thinking, and decision-making skills.

? Ability to actively listen to others, build consensus, and resolve conflicts.

? Ability to balance the big picture with detailed steps to reach the end goal.

? Knowledge of public meeting and right-to-know laws, recordkeeping, and response.

? Ability to coach, coordinate, and lead teams and stakeholder groups.

? A proven record of excellent verbal, written, and interpersonal communication skills.

? High attention to detail, organized, and able to work under pressure managing frequent and competing deadlines.

? Ability to cultivate relationships with culturally, educationally, and racially diverse internal and external stakeholders.

? Ability to exercise a high degree of confidentiality, professionalism, and diplomacy to accomplish objectives.

? An unblemished record of personal and professional integrity.

? Individuals who value, demonstrate, and promote diversity, equity, and inclusion are preferred candidates for PPS vacant positions.

Residency Requirements

City of Pittsburgh Residency Required

Essential Job Functions

1. Provides chief support for the Superintendent and coordinating the central office departments.

2. Works with members of the Board of Education, elected officials, community, and business leaders to promote the interests of the District.

3. Organizes, schedules, and manages priorities for the Superintendent's executive leadership meetings.

4. Develops and continuously enhances an integrated communications network between and within schools.

5. Develop, define, and report the metrics and key indicators by which to gauge initiative success and incorporating data-driven reporting to inform continuous improvement efforts.
6. Oversees collaborative service delivery methods, encourages effective new practices, and assures coordination of divisional activities with other units that contribute to school improvement efforts.
7. Coordinates all information flow from District Staff to and from the Board of Directors on operations and activities.
8. Provides leadership and support in the assessment and tracking of progress toward the Superintendent's goals, vision, and policies; organizes, coordinates, and directs work on special projects as assigned by the Superintendent to accomplish stated goals.
9. Develop streamlined employee education and communication strategies and oversee communication processes to drive employee awareness and understanding of District policies, goals, and objectives.
10. Represents the Superintendent on local, regional, and/or State boards and committees as assigned.
11. Oversees the development and implementation of overall organizational communications and communications strategies for programs, initiatives, services, and events of the Pittsburgh Public Schools.
12. Serves as the key strategic planner, advisor, and problem-solver for the Superintendent in leading key initiatives.
13. Supports the Board of Directors in policy development, reports, briefings, presentations, and other communications and assists with matters related to legislation and intergovernmental relations.
14. Facilitates and leads communication and relationships with community groups, policymakers, and other stakeholders.

15. Build deep and trusted partnerships with District leaders and stakeholders across the organization.

16. Advises and works closely with staff on matters concerning the public understanding of District policies, procedures, programs, resources, initiatives, and performance indicators.

17. Other relevant duties as assigned by the Superintendent in support of the District's goals, objectives, and mission.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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