

Position: Chief of Staff	FLSA: Exempt	Work Days: 223
Reports to: Superintendent	Salary: Negotiable	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job. A corresponding duty statement may be incorporated to reflect additional requirements.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent the Chief of Staff serves as the primary staff assistant to the Superintendent, exercising functional supervision over the Superintendent’s direct reports. The Chief of Staff assists the Superintendent substantially and effectively by providing leadership in developing, supporting, communicating, and maintaining the highest quality educational programs and services. The Chief of Staff also advises the Superintendent on urgent matters, prioritizes the Superintendent’s appointments, and works with leaders to implement selected strategies. The Chief of Staff’s responsibilities may widely vary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Develop and continually enhance an integrated communications network within and between other departments in the district and the community to support an effective learning environment for all students; communicate Board policies, district vision, goals and core beliefs.
- Direct, develop, expand, support, and oversee activities and operations as directed; supervise and evaluate direct reports; recommend updates to policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Direct the functions within the Superintendent’s Office and collaborate with the Executive Assistant(s) to ensure that all functions of the Superintendent’s office are planned, implemented, and debriefed effectively and efficiently
- Lead, direct, control and monitor appropriate work flow, office procedures and protocols, priorities and work assignments to meet the needs of the District and the community.
- Serve as the primary liaison between the Superintendent and the Board of Education
- Promote effective communication between staff and the Board of Trustees
- Provide assistance and support to members of the Board of Trustees as requested by the Superintendent
- Confer with the General Counsel on the legality of and application of a variety of matters for which the Board Secretary/Superintendent is responsible

Chief of Staff – Continued

- Support all functions related to Board of Education meetings. This includes (but is not limited to):
 - Oversight responsibility of the creation of board agendas, motions, and report outs
 - Attending board meetings, assisting in the coordination of meeting procedures, and assisting in the maintenance of an orderly course of Board and committee meetings
 - Coordinating calendars and agenda planning
 - Advising board members on rules, regulations, parliamentary procedures, and customs regarding the conduct of Board and committee meetings
 - Developing procedures consistent with the Brown Act
 - Ensuring that all Board documents and filings are accurate, timely and adhere to legal requirements, including privacy and confidentiality
 - Ensuring that: 1) Board policies reflect the most current Board decisions; 2) all board policies are housed in an organized, open, and transparent manner; 3) Requirements for format and accuracy of Board agenda and minutes are met; 4) Draft Board minutes are prepared in a timely manner for Board review and approved at a subsequent Board meeting; 5) Accurate records of all Board actions are kept; and 6) Sufficient funds are allocated to achieve these goals
- Analyze and manage sensitive issues that arise frequently in the rapidly changing environment of the Superintendent's office where improper handling may have serious consequences for the school district
- Provide technical and intellectual expertise to the Superintendent regarding assigned functions; formulate and develop practices and procedures; advise the Superintendent of unusual trends or problems and recommend appropriate action; relieve the Superintendent of administrative detail
- Act as a primary crisis manager or troubleshooter for the Superintendent.
- Perform certain Superintendent's duties in the absence of the Superintendent.
- Represent the Superintendent at meetings of staff and community groups, as requested.
- Maintain constant communication and contact with the Superintendent concerning the day-to-day operation of the district.
- Represent the Superintendent at meetings of staff and community groups, as requested
- Monitor, direct, sustain and assist others in the development of specific plans to meet identified targets; be accountable and hold others accountable for high quality services to increase student achievement; value risk taking and innovation in support of performance improvements throughout the District.
- Provide leadership and direction for the effective and efficient day-to-day operations.
- Ensure dissemination of information and promote effective departmental communications.
- Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates as appropriate.

Chief of Staff – Continued

- Build capacity among others and support leaders to elevate individual and collective performance to the highest level.
- Serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy
- Facilitate the Superintendent's cabinet meetings
- Act in a liaison capacity between the Superintendent and department heads, site administrators, employee organizations, other school districts, public agencies and the public, as requested.
- Participate with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs
- Work closely with Constituent and Customer Services (CCS) to facilitate problem solving at all levels in the organization: work with department heads and senior management to ensure effective coordination and cooperation among departments.
- Meet with cabinet members regularly to support the implementation of district-wide initiatives and goals; provide recommendations and consultation when appropriate
- Assist in the implementation and monitoring of the Superintendent's goals and priorities
- Coordinate specific engagement activities with the Superintendent's cabinet and senior staff around strategic and operational matters
- Visit schools with the Superintendent, cabinet members, and/or Board members to ensure alignment between district initiatives
- Promote teamwork by sharing knowledge and providing cross-training for employees.
- Analyze and use data to develop long and short-range plans to improve systems and processes.
- Attend and participate in professional development opportunities to stay abreast of changes and new developments in education..
- Execute assigned budgets as directed.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Management skills to analyze programs, policies and operational needs.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.

Chief of Staff – Continued

- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code as it relates to the role
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operational principles of customer service
- Record keeping, office organization and clerical skills.
- District organization operations, policies, goals and objectives.
- The Brown Act and parliamentary procedures

Ability to:

- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be deeply committed to learning and to teaching others.
- Be self-motivated and approach problem solving proactively.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.
- Show self-control, especially under pressure.
- Exercise discretion and confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Work independently with little direction.
- Establish a workflow in order to meet a variety of internal and external deadlines
- Work effectively under pressure, handle multiple priorities, tasks, demands and time-sensitive situations
- Implement systems, structures and protocols for clarity.
- Direct the operations, services and activities as assigned
- Plan, organize, and direct the work of direct reports.
- Set clear, realistic, time-bound, and measurable objectives and goals.
- Plan and organize work to meet schedules and deadlines.
- Supervise, train, motivate and evaluate assigned personnel.
- Give corrective feedback in a manner that inspires accountability among direct reports.
- Assist in the preparation of clear and concise administrative and financial reports as directed.
- Assist in the administration of large and complex budgets as directed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
- Blend analysis, knowledge and insight to effectively assess and employ information to enhance personal and organizational performance
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Relentlessly seek improvement through our Cycle of Continuous Learning and Improvement.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.

Chief of Staff – Continued

- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional relationships with the Board of Trustees, Superintendent, members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Maintain consistent and punctual attendance.
- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

Please see corresponding duty statement for additional physical ability requirements, if applicable.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Bachelor's degree or higher from an accredited college or university with major in education, education administration, public administration or a related field
- Experience: Minimum four years of experience in a leadership or supervisory capacity, preferably in a culturally diverse public school system. Experience should demonstrate innovative leadership and vision.
- Bilingual is desirable

Please see corresponding duty statement for additional education and experience requirements, if applicable.

LICENSES AND CERTIFICATES

- Valid California driver's license
- Valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility

Board Approved: October 13, 2021