



Chief of Staff (CoS)

Job Type: Full time, 12 month, 240 days

Location: Central Office

Salary: SAS-14 (approx. \$135K-\$187K)

FLSA Status: Non- Exempt

Description

The Chief of Staff is responsible for the strategic management and operation of the Superintendent's Office, oversees both the Department of Facilities & Operations and Department of Human Resources, and is assigned special projects by the Superintendent of Schools. The Chief of Staff represents the Superintendent as requested, facilitates the work of the executive staff, instructional and management offices, and coordinates actions among the Superintendent, the senior leadership team and the School Board. In addition, the Chief of Staff serves as the special liaison to regional educational associations, Virginia Department of Education on special issues and to the City of Alexandria on certain matters in an effort to identify and collaborate on opportunities for shared services and partnerships.

Qualifications

- Education: Doctorate required. Relevant professional licenses and certifications preferred.
- Experience: At least ten years of job-related, cross-functional, operational experience is required. Work experience in a public school division is preferred.
- Language skill: Fluency in English is required. A bi-lingual ability to speak, write and read Spanish is preferred.
- Strategic planning skills. Must have experience and training as a strategic thinker.
- Expertise in facilities and operations
- Expertise in human resources
- Must understand data-driven and analytical approach to problem-solving
- Strong written and verbal communication; listens well and can easily learn to communicate the superintendent's guidance
- Effective at building relationships and networks to solve problems and promote success
- Systems and process-thinker; able to create clarity out of chaos
- Able to work calmly behind the scenes, adept to help others be their best and anticipates needs before they are spoken
- Inspires loyalty and trust with confidential information

Essential Functions

1. Provide direct support to the Office of the Superintendent of Schools

- Provide a broad range of assistance and support for the Superintendent.
- Help oversee executive staff coordination and special projects
- Oversee and ensure quality control for incoming and outgoing workflow within the Superintendent's office, including preparation of School Board materials, correspondence, reports, and other relevant materials
- Troubleshoot, deconflict and resolve issues for the superintendent
- Manage the interaction between the School Board Office and the Superintendent's Office on all matters requiring the Superintendent's attention
- Interact with diverse stakeholder groups including internal and external groups
- Serve as a strategic partner, confidante and advisor to the Superintendent of Schools
- Participate in the planning and development of the Superintendent's meetings including Senior Leadership Team meetings, Superintendent's Chats, and Superintendent's Advisory groups. Oversee the preparation of materials for those meetings in collaboration with the Executive Assistant to the Superintendent
- Organize and oversee School Board agenda setting planning, and effective communication and collaboration with senior executive staff members on operational and procedural matters, special projects, and other assigned activities
- Manage inquiries and complaints submitted to the Superintendent's Office\
- Ensure that the Superintendent's Office has a process to respond promptly to family and community matters to help foster their voice and empowerment
- Assess complex emergencies and time-sensitive issues that impact the division
- Manage special project or assignments on a short-term basis and provide effective intervention in complex situations

2. Oversee the Office of Facilities and Operations; and the Office of Human Resources

Supervise, guide and direct two direct reports: the Executive Director of Facilities & Operations; and the Executive Director of Human Resources. This includes:

- Facilities and Operations
 - Performance management and Team Leadership. Support the Executive Director to provide regular reviews, coaching, professional development, resource sharing and in-close partnership with the Executive Director leadership team
 - Strategic execution. In partnership with the Executive Director, support the superintendent and School Board by reviewing board materials, participating in meetings, and serving on committees as needed
 - City Engagement and Partnership. Help identify interconnections between city and schools to help improve and scale operations; and create opportunities for sharing best practices across programs and lines of service
- Human Resources
 - Performance Management and Career Development. As chief people officer and division talent manager, serve as a consultant and advisor to the executive team. Help identify aspiring and promising leaders.
 - Organizational Development. Help set the tone for a positive division culture by coaching and influencing others, especially leaders and managers, and listening deeply to the full team

- Culture and Employee Engagement. Monitor efforts to embed the division commitment to diversity, equity, and inclusion into organizational climate and practices

3. Facilitate cross-departmental communication, coordination and collaboration

- Assist in problem-solving between and among instructional and management offices on issues involving the Superintendent's Office
- Advise and work closely with staff on matters concerning the public's knowledge and understanding of school policies, procedures, programs, resources, initiatives and performance
- Provide leadership, guidance and support to the Superintendent's direct reports to ensure that the division's strategic goals and objectives are met. Resolve problems, facilitate conversations, and manage issues before such matters are brought to the Superintendent of Schools
- Participate with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs
- Initiate and lead interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively move the division on a path of continuous improvement
- Assist with interdepartmental coordination of the budget development process
- Develop and implement procedures for evaluating program effectiveness and ensuring quality control across the departments and major offices
- Develop and implement professional learning opportunities in Central Office based on the respective department's assessment and strategic goals

4. Additional Responsibilities

- Serve as member of Superintendent's Executive team including participation in the following activities:
 - Executive team meetings and senior leadership team meetings.
 - Weekly one-on-one meeting with Superintendent.
 - Teacher Advisory Committee meetings
 - Education Association of Alexandria meetings
 - Selected school site visits
 - Quarterly chats for school/department improvement plan updates
- Advise Superintendent and executive team members on issues of importance.
- Perform other duties as assigned by the Superintendent

Background Check and Health Clearances. This position requires a successful completion of a background check and health safety requirements. Must be able to work in a confidential-information office environment and maintain a positive security background check to include:

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.

