

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF OF STAFF

GENERAL STATEMENT OF JOB

To supervise on a constant, ongoing basis the translation of the district's educational philosophy, goals, and objectives into active terms that directly benefit each individual student. To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Supervises staff members designated by the Superintendent. Reports to the Superintendent and works collaboratively as a member of the Superintendent's Cabinet.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides oversight and direction related to district relations, media relations, parental and community involvement, legislative matters and change management

Interacts with government, community, industry officials and the Board of Education in the representation and development of strategic program initiatives.

Prepares and contributes to the preparation of reports, briefings, presentations and responses on strategic issues as appropriate.

Directs all facets of the daily operations of the Office of the Superintendent to ensure compliance with board policies and regulations and local, state and federal laws and regulations.

Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.

Attends Board of Education meetings, and attends and presides over such other meetings as directed by the Superintendent.

Analyzes and manages 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.

Provides communication counsel and support to the Superintendent to ensure the district's strategy, objectives and performance are effectively communicated to external and internal audiences.

Chief of Staff

Assists with matters related to policy development, legislation, intergovernmental relations and lobbying with exceptional analytical communication skills.

Continuously updates professional knowledge by reading professional journals and research papers; attending seminars, conferences and workshops.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Minimum requirements would be a Master's Degree or six-year Certificate and Administration Certification in the state of North Carolina. Experience as a Principal or Central Office Administrator required, and administrative experience as an assistant or associate superintendent preferred or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, invoices, requisitions, menus, recipes, journals, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, bid specifications, brochures, news releases, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Chief of Staff

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

Chief of Staff

Considerable knowledge of Generally Accepted Accounting Principles, School System procedures and North Carolina General Statutes.

General knowledge of the principles and practices of public relations work.

General knowledge of County organization and operational policies and procedures.

Ability to use a variety of common office machines, including a computer terminal, calculator and facsimile machine.

Ability to organize and effectively process and maintain records and files, and prepare reports from them.

Ability to read and interpret various reports and statements.

Ability to verify documents and forms for accuracy and completeness.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships with other employees and the general public.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.