

DeKalb County School District

Position Specification

Title: Chief of Staff

DIVISION: Superintendent's Office	GRADE: DPC
DEPARTMENT: Superintendent's Office	WORK DAYS: 246
REPORTS TO: Superintendent	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): November 2023

General Statement of Job

Under general supervision, provides a wide variety of professional support to the Superintendent including liaising with the Board and other senior level executives. Assignments are received from, carried out for, and reported to the Superintendent, with supervisory oversight from the Superintendent. This position coordinates activities of the Superintendent with other divisions and departments. In addition, this position represents the Superintendent at meetings when required and appropriate; advises the Superintendent, providing extensive professional assistance, project management, and recommendations on district issues and performs highly responsible management work covering a broad range of administrative activities, including the supervision of staff assigned to the Superintendent.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> Serves as the Superintendent's liaison with various groups; represents the Superintendent at selected meetings and events
<ul style="list-style-type: none"> Assists the Superintendent with administrative actions designed to support of Board initiatives
<ul style="list-style-type: none"> Responds to inquiries that are directed to the Office of the Superintendent from the Board, students, parents, employees, special interest groups, and other constituents; handles correspondence on behalf of the Superintendent
<ul style="list-style-type: none"> Serves as liaison with school system attorneys; oversees maintenance and payment of legal fees filed with the Office of the Superintendent
<ul style="list-style-type: none"> Conducts research in order to adequately advise the Superintendent of pertinent issues or to assist the Superintendent in developing responses to inquiries from internal and external constituents
<ul style="list-style-type: none"> Maintains open communications between Board of Education members and the Office of the Superintendent through various mediums; facilitates the Superintendent's readiness for meetings of the Board (e.g., preparation of agenda items, conduct of necessary research, prior reviews of documents/correspondence, etc.)
<ul style="list-style-type: none"> Maintains budgets for Superintendent and School Board
<ul style="list-style-type: none"> Serves as liaison with State Board of Education; attends monthly Superintendent's Conferences, GSBA meetings, Metro-Superintendent's meetings

<ul style="list-style-type: none"> Facilitates the Superintendent’s readiness for meetings of PTAs, Chamber of Commerce, Business Associations, School Councils, Parent Cluster Council Meetings (e.g. preparation of speeches, notes and reviews of documents/correspondence, etc)
<ul style="list-style-type: none"> Maintains accurate Organizational Chart and Master Calendar for School System; serves as evaluator for GLEI
<ul style="list-style-type: none"> Performs other duties as assigned

Education and/or Experience

Master’s degree from an approved accredited college or university required.

Minimum ten (10) years of experience in an administrative or management position in the public or private sector is required. Minimum ten (10) years of experience in an educational environment with evidence of successful advancement through the organizational hierarchy as a teacher and administrator is preferred.

Certificates, Licenses, Permits

Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills & Abilities

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services

Skill in oral and written communications; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; attend evening meetings; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.