

Job Title: Chief of Staff

Hour/Wages:

Reports to: Superintendent

Pay Grade: 13

Duty Days: 226

Dept. /School: Travis Education Support Center

Date Revised: June 27, 2017

Duties and Responsibilities:

- Assists Superintendent in the direction and coordination of superintendent goals and district policies, directly or through other administrative staff. Fosters and builds a focus on quality service, instruction, innovation, constant performance improvement and goal setting
- Interacts with District departments and represents the Superintendent when dealing with federal, state, county and local agencies and organizations regarding District operations and issues. Proactively conducts fact finding, planning, policy formulation and other governmental functions as directed or assigned by the Superintendent
- Applies broad goals and principles from Superintendent to development and implementation of specific programs and projects
- Serves as a member of the Superintendent's executive cabinet, driving strategic planning, collaboration, and alignment to accomplish the Superintendent and Board goals
- Supports the deliverables of the Executive Team, and serve as a key strategic advisor and problem-solver for the Superintendent
- Provides leadership and strategic direction for the District Improvement Plan and the Campus Improvement Plans to achieve improved student achievement
- Leads planning for a safe and supportive school district culture and climate while building student staff, parent, and community relationships
- Provides leadership and support to the Superintendent's direct reports to ensure that the district's strategic goals and objectives are met
- Serves as a key contact to BISD departments, staff and community members
- Creates opportunities for stakeholder input while establishing feedback loops such as steering committees, focus groups and forums

- Anticipates and assures that appropriate plans are in place and executed for superintendent meetings and events
- Facilitates internal and external relationships with staff, parents, community groups, and other stakeholders
- Collaborates with a wide variety of internal and external stakeholders to facilitate conversations that lead to consensus, buy-in and course correction as needed

Qualifications:

Education/Certification:

- Master's Degree
- Bachelor's degree from four-year college or university; and six to eight years related experience and/or training; or equivalent combination of education and experience
- Minimum of 5+ years' executive level experience
- Principal experience preferred

Special Knowledge/Skills:

- Thorough understanding of school administration operations
- Strong organizational, communication, and interpersonal skills
- Impeccable managerial and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Extensive experience in supervising staff and large scale projects

Experience:

- Excellent communication skills, both written and orally. Ability to read, analyze, and interpret, program evaluations, district regulations and policies
- Experience in developing and managing budgets and directing employees
- Experience in working with employees to extract high quality service
- Ability to write reports, procedure manuals and guidelines
- Ability to effectively present information and respond to questions from groups including Board of Trustees, executive staff, directors, parents, students, teachers and

the general public. Ability to analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions

- Develop and maintain a systemic understanding of the core business and culture of the school organization
- Develop and maintain the knowledge and skills necessary to affect and facilitate change in the organization and effectively deal with ambiguity
- Ability to gain strategic understanding and working knowledge of all district systems (e.g. instruction, assessment, finance, facilities, transportation, communications, food service and others) in order to provide leadership and support

Professional Growth and Development:

- Participate in professional growth to improve skills related to job assignment

School/Community Relations

- Articulate the district’s mission to community and solicit its support in accomplishing the mission
- Use appropriate and effective techniques to encourage community and parent involvement

Other

- Performs all other tasks and duties as assigned by the Superintendent

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district-wide travel; occasional prolonged and irregular hours.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ Date _____

Reviewed by: _____ Date _____

