



NEW HAVEN PUBLIC SCHOOLS

CHIEF OF STAFF

Job Description

POSTED: May 22, 2018

CLOSING DATE: Until filled

REPORTS TO: Superintendent of Schools

SUPERVISES: Youth and Family and Community Engagement, Welcome Center, Institutional Advancement and Organizational Strategy, Board Relations, Government Relations/Policy, Program Evaluation and Communications

PRIMARY FUNCTION:

The Chief of Staff, under the direction of the Superintendent of Schools provides executive-level assistance to the Superintendent of Schools by driving communication, collaboration and coordination of the Superintendent's Cabinet. Ensures the coordination, responsiveness, and communication of the New Haven Public Schools and serves as a liaison between the Superintendent's Office, the Board and to the internal and external stakeholders to coordinate, prioritize, and organize the work of New Haven Public Schools. The Chief of Staff will ensure that both the District's strategic initiatives and the district's day-to-day work are effectively coordinated to support the work of school leaders, teachers, and support staff.

The Chief of Staff oversees all aspects of communications ensuring that families and communities are welcomed. Oversees and supervises Family and Community Engagement, the Welcome Center Institutional Advancement, Organizational Strategy, Board Relations, Government Relations/Policy, Program Evaluation, Communications and the Student Placement process. Leads the strategic monitoring, analysis, and reporting of system-wide data; engagement and collaboration with government, community, business and higher education partners; and effective and timely communication of information through innovative and varied approaches. Supervises the workflow of the Superintendent's Office to ensure quality and timeliness including reports, correspondence, and related items. Provides leadership and coordination for the Superintendent's Cabinet meetings, and preparation for Board of Education meetings including agenda items and interaction with executive staff in the preparation of materials and presentations. Resolves problems between and among offices that require Superintendent-level involvement.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of New Haven Public Schools' programs, strategic initiatives, procedures and practices, policies and regulations, and budget. Demonstrated ability to organize and supervise cross-functional teams, to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Superintendent's Office. Demonstrated data and program analysis skills. Success in coalition and relationship building across a diverse group of stakeholders. Demonstrates cultural competence and a deep understanding of and empathy for issues facing diverse groups. Excellent oral and written communication, interpersonal, organizational and leadership skills.

EDUCATION, TRAINING AND EXPERIENCE: Advanced degree from an accredited college or university with coursework in educational administration or related field. Doctorate in Organizational Leadership and or

Doctorate in Educational Leadership preferred. Experience as a classroom teacher and school administrator desirable. Extensive (minimum of fifteen years) relevant work experience and knowledge of all aspects of school District operations or non profit management. Six (6) years minimum experience working directly with Superintendents, school board members, corporate executives, non-profit organizations and executive directors of community based organizations. Experience working in urban school districts. Demonstrated track record of success in leading strategic educational initiatives, managing and delivering large-scale projects, building coalitions and relationships across a diverse group of stakeholders. Proven ability to build consensus among peers and stakeholders.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provides a broad range of assistance and information for the Superintendent.
- Supervises and provides direction to Youth Family and Community Engagement, Welcome Center, Instructional Advancement, Organizational Strategy, Board Relations, Government Relations/Policy, Program Evaluation and Communications
- Oversees and ensures quality control for incoming and outgoing workflow within the Superintendent's office, including preparation of Board of Education materials, correspondence, reports, and other relevant materials
- Manages the interaction between the Board of Education Office and the Superintendent's Office on all matters requiring the Superintendent's attention.
- Interacts with diverse stakeholder groups and represents the Superintendent as needed.
- Assists in problem-solving between and among offices on issues involving the Superintendent's Office
- Participates in the planning and development of Superintendent's meetings including Senior Staff meetings and oversees the preparation of materials for those meetings
- Organizes and oversees Board of Education pre-agenda setting planning, and effective communication and collaboration with executive staff members on operational and procedural matters, special projects, and other assigned activities
- Manages inquiries and complaints submitted to the Superintendent's Office
- Advises and works closely with staff on matters concerning the public's knowledge and understanding of school policies, procedures, programs, resources, initiatives and performance
- Provides leadership and support to the Superintendent's direct reports to ensure that the district's strategic goals and objectives are met.
- Creates a culture of engagement and expectations with principals and other administrators during all professional learning activities
- Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs
- Manages special assignments on a short-term basis and provide effective intervention in complex situations. Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively move the District on a path of continuous improvement
- Ensures that the Superintendent's Office has a process for fostering family and community empowerment
- Assesses and manages sensitive issues that arise in the rapidly changing environment of the Superintendent's Office where improper handling could have serious consequences for the school District
- Assists with interdepartmental coordination of the budget development process
- Develops and implements procedures for evaluating program effectiveness and ensuring quality control

- Develops and implements learning opportunities in Central Office based on department's assessment and strategic goals
- Performs other duties as determined by the Superintendent

SALARY AND TERMS OF EMPLOYMENT: 12-Month work year; Non-Bargaining Grid; Salary by individual employment contract.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Frequent evening work required, including attendance at Board of Education meetings and events, school system meetings and events, and community activities as required

EVALUATION: Evaluated annually by the Superintendent

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

APPLICATION PROCEDURE:

To be considered, all internal and external applicants must fully complete a New Haven Public Schools' online application on AppliTrack.

All candidates must upload requested documents, including: cover letter, current resume, and three (3) letters of professional reference that were prepared within the last three years.

The screening process for highly qualified candidates is immediate and ongoing. Interested candidates are encouraged to apply as soon as possible.

To apply, please follow the link: <http://www.aplitrack.com/nhps/OnlineApp/default.aspx>

The New Haven Public Schools is an equal opportunity employer with a commitment to a diverse workforce. For more information on the New Haven Public Schools, please visit our website at www.nhps.net.