



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Chief of Staff
Payroll/Personnel Type:	12 Month
Job #:	8592
Reports to:	Superintendent of Schools
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Chief of Staff ensures that the vision and strategic priorities of the District translate effectively into action across all District departments and levels. Reporting to the Superintendent of Schools and serving as a member of the Superintendent’s Cabinet, the Chief of Staff supports the superintendent in providing leadership in developing, achieving, and maintaining effective practices to ensure the realization of the District’s mission. The Chief of Staff may manage a small team of employees.

Essential Functions:

- Provides oversight and direction related to district relations, media relations, parental and community involvement, legislative matters and change management
- Supports the Superintendent’s Cabinet in implementing and monitoring strategic priorities and goals in alignment with the district’s strategic plan and other priorities of the Superintendent and the Board
- Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs
- 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
- Support special projects and initiatives, as needed to ensure strategic priorities and the mission of the District are accomplished
- 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
- 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
- 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
- Manages, supports and supervises the Alternative Education Program
- Performs other related work as required



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Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Highly-organized and detail-oriented with the ability to organize information, prepare materials, audit reports, etc. with a high level of attention to detail, precision, and accuracy
- Effective leader of others with a strong ability to influence others across departments and teams both horizontally and vertically
- 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
- Considerable knowledge of Generally Accepted Accounting Principles, School System procedures and Missouri General Statutes
- General knowledge of the principles and practices of public relations work

Experience:

- Leadership experience in a setting similar to that of St. Louis Public Schools (preferred)
- Experience as a principal or central office administrator (required)
- Administrative experience as an assistant or associate superintendent (preferred)

Education:

- Master's Degree or Administration Certification in the state of Missouri (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Light work usually requires walking or standing to a significant degree
- 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
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

