

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Chief of Staff

Department: Director's Office

Grade: 511

Calendar: 12 Months

Job Description

Date Reviewed: July 2023

Reports To: Directors of Schools

Purpose of Job

Supports the Director of Schools (DOS) with the ongoing development and improvement of the entire district. Serving as a key member of the DOS executive cabinet, acting as a thought leader and problem solver for the Office of the Director. Manages the Office of the Director in order to ensure quality and timeliness of information to and from the DOS office. Synchronizes work with other Department Supervisors to ensure annual District goals are achieved.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. Other duties may be required and assigned. The Chief of Staff's responsibilities will include, but not be limited to the following:

- Participates with the Senior Leadership Team (SLT) in the development of the district's strategic work and planning.
- Identifies and prioritizes issues needing the DOS attention, ensuring the DOS office is responsive to the needs of the board, staff and community, with appropriate alignment of resources.
- Oversee operations of the Office of the Director, including board communication in concert with the DOS, and executive meetings, and retreats.
- Ensures functions of the Student Services Department are effectively implemented for all current and former students.
- Facilitates monthly Parent advisory council meetings.
- Serves as the District Title IX Coordinator.
- Organizes annual training for attendance secretaries/front office staff.
- Serves as the DOS designee hearing student suspension appeals.
- Acts as an ombudsman, listening to/for complaints against the district by parents and employees, investigates and collaborates with appropriate department supervisors to resolve complaints.
- Supports the work of the DOS office by responding to priority issues as they emerge, maintaining ongoing contact with the DOS to receive guidance on essential work.
- Plan and manage meetings as directed by the DOS to include tracking, monitoring and follow-up on project progress, action items, which emanate from various leadership teams; preparing agendas, appropriate correspondence and initiate follow-up meetings as needed.
- Coordinate special projects on behalf of the DOS, involving senior leadership members.
- Monitors legislative updates, collaborates with executive cabinet to ensure legislative updates are implemented. Plans with Board of Education to develop legislative initiatives on a yearly basis.
- Collaborates with the Communication Department to develop strategic direction for internal and external communications, presentations, speeches and correspondence from the DOS's office.

- Coordination and implementation of evaluation process for DOS's executive cabinet.
- At the direction of the DOS reviews, assesses develops and recommends policies and procedures for the district, ensuring they reflect educational trends and legislative changes.
- Attends community and employee stakeholder meetings, promoting positive public relations by interacting tactfully, and diplomatically. Provides support to the DOS office, ensuring historical record of questions/concerns exists and shared with designated departments for timely response when appropriate.
- Provide support to the DOS's leadership team to ensure that the district's strategic goals and objectives are met.
- Set the strategic direction of the Director's calendar to ensure that it aligns with priorities, including vetting and evaluating requests from internal and external constituents.
- Serve as a key point of contact to CMCSS departments, staff and community members, communicating with the DOS the needs of the district as perceived by stakeholders.
- Collaborate with a wide variety of internal and external stakeholders to include policymakers, and funder to facilitate conversations, positive relationships that lead to consensus, understanding and course correction as needed.
- Attends School Board meetings and prepares such reports for the Board as requested.
- Assists with coordination of administrator interviewing and selection process in conjunction with DOS.
- Works in conjunction with Continuous Improvement office to ensure validity to the process. Identifying problems and pattern areas and providing recommendations for improvement.
- Monitors district special transfer and open enrollment requests.
- Supervise district student adjudications from the court.
- Facilitates district compulsory school attendance requests.
- Monitors the day-to-day functions of the district's enrollment center and student records.
- Supervises and coordinates the process for Charter school application.
- Supervise and support the District Director of Charter Schools (DoCS) when applicable.
- Coordinates with department leaders to assist DoCS with full implementation of the Charter application review process.
- Responsible for oversight of the presentation to the local Board of Education and State Charter Commission of the Charter Review Committee's amended application recommendation. Participate in a public hearing as needed.

Supervisory Responsibility

- Supervising Director of Student Services.
- Supervising Enrollment Center and Student Records Staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in education or related field required; Five (5) years minimum experience in working directly with Director's, executive cabinet leaders, school board members, non-profits or community representatives, strongly preferred; Experience in an urban school district is preferred.

Demonstrated record of success in:

- Leading strategic educational initiatives.
- Coalition and relationship building across a diverse group of stakeholders.
- Leading significant cross-functional initiatives in diverse and complex organizational settings.
- Thriving in an achievement-oriented and fast-paced environment.
- Demonstrated oral and written communication skills.

Knowledge, Skills and Abilities Required

Maintain confidentiality of all personnel matters and issues that pertain to the office of the DOS. Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the office of the DOS. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties. Is able to effectively communicate verbally and in written form while interact with supervisors, members of the public and all other groups involved in the activities of the DOS office. Ability to tailor message for the audience, context and appropriate mode of communication. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations, actively listening to others effectively interpreting other motivations and perceptions. Builds consensus and resolves conflicts, willingness to have difficult conversations. Is able to use independent judgment and work with little direct supervision when necessary. Deep understanding and empathy of the urban school system environment and commitment to improving student achievement. Passionately believes that all students can achieve at high levels. Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines. Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date