

Chief of Staff

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
Job Description**

**Job Title:** Chief of Staff

**Department:** Central Office

**Date:** July 2021

**Reports To:** Directors of Schools

**Grade:** 510

**Calendar:** 12 month

**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.

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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 direct reports 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 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.

### **Supervisory Responsibility**

Supervising Director of Student Services.

Supervising Enrollment Center and Student Records Staff.

### **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

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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 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.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment such as telephone, computers, copiers etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Chief of Staff. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Chief of Staff.

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**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**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.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Chief of Staff.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**