



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: Chief of Staff

WORK YEAR: Certificated 221 Work Days/27 Non-Duty Days/
Classified 12 months/27 Vacation Days

REPORTS TO: Superintendent

BASIC FUNCTION:

The Chief of Staff serves as the primary staff assistant to the Superintendent by focusing on leadership, management, and administration. This includes overseeing processes, clarifying rights and responsibilities, fact-finding, convening stakeholders, and managing personnel. The Chief of Staff advises the Superintendent on high-level strategies and urgent matters. The Chief of Staff prioritizes the Superintendent's appointments and agendas, works with key leaders to implement selected strategies, and completes projects as assigned. The Chief of Staff communicates, attends and/or acts on behalf of the Superintendent. The Chief of Staff's responsibilities as the Superintendent's liaison may include convening relevant stakeholders, communicating with external stakeholders, and standing in for the Superintendent.

REPRESENTATIVE DUTIES:

- Directs the functions within the Superintendent's Office and collaborates with the Executive Assistant to the Superintendent to ensure that all functions are planned, implemented, and debriefed effectively and efficiently.
- Serves as a member of the Executive Cabinet and senior leadership team.
- Keeps the Superintendent abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and discussing developments and issues of mutual interest with others in the specific/assigned field.
- Supports all functions related to Board members and Board of Education meetings as directed.
- Acts in a liaison capacity between the Superintendent and division and department heads, school administrators, employee organizations, other school districts, public agencies, and the public, as directed.
- Communicates with various District personnel, outside agencies, and the public to exchange information, resolve issues or concerns, or coordinate activities.
- Visits schools with the Superintendent, other Cabinet members, and/or Board members to ensure alignment between district initiatives, learning and well-being needs, and stakeholder input for the purpose of enhancing and adjusting district services.
- Manages and evaluates assigned personnel and provides clear, constructive feedback to improve staff effectiveness; plan, coordinate, and arrange for appropriate training of staff in support of professional learning.
- Coordinates specific engagement activities with the Executive Cabinet and senior leadership around strategic and operational matters.
- Manages the annual strategic planning processes and the delivery of projects and outcomes that are assigned by the Superintendent.

- Provides technical expertise, information, and assistance to the Superintendent regarding assigned functions; advises the Superintendent of unusual trends or problems and recommends appropriate action.
- Coordinates and carries out the Superintendent's strategic support initiatives and projects; develops short and long-range planning of the Superintendent's administrative and leadership goals and objectives.
- Provides administrative support to the Superintendent, which includes management, coordination, and implementation of special projects that require cross-functional engagement with key staff across the organization, and with external stakeholders.
- Convenes diverse groups of community members and other stakeholders; solicits input and facilitates collaboration resulting in sound, consensus-based recommendations that are well supported by research and best practice.
- Represents the Superintendent at meetings of staff and community groups, as requested.
- Prepares agendas for and chairs the executive committees in the absence of the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE of:

- Principles involved in strategic planning, resource allocation, team development, leadership technique, and coordination of people and resources
- Correct usage of English composition, grammar, spelling, and vocabulary in both written and verbal communications
- Business operations and fiscal management
- Job-related computer software
- Computer skills (Windows, Microsoft Office Suite, and Google Suite)
- Policies and processes of the public education system
- Project/Initiative analysis and reporting techniques

ABILITIES to:

- Plan, organize, and coordinate the district's goals and objectives; Organization and analysis, with the ability to evaluate data and formulate recommendations that improve strategic performance
- Meet a variety of internal and external deadlines
- Establish and maintain effective working relationships with a variety of stakeholders, including (but not limited to) District staff, site administrators, parent and community leaders, community partners, regional education leaders, and school board members
- Prepare and deliver presentations
- Interpret, apply and explain rules, regulations, policies, and procedures
- Prioritize work actions and follow-up
- Work effectively under pressure, handle multiple priorities, tasks, demands, and time-sensitive situations
- Maintain District standards of professional conduct
- Ability to determine best practices in the field and apply them to district context
- Understanding of budgeting and educational legislation

EDUCATION AND EXPERIENCE

- Bachelor's degree in Education, Business/Public Administration, or related field required
- Master's degree in Education, Business/Public Administration, or a related field desired
- Four years of executive-level experience in education performing duties related to the functions of the position including supervisor experience
- Bilingual preferred

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California Driver's License

WORKING CONDITIONS:

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.
- Ability to hear and speak to exchange information and make presentations.
- Ability to see and read a variety of materials.
- Dexterity of hands, wrists and fingers to operate a computer keyboard.

MENTAL:

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Problem solving.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communication.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Contact with dissatisfied or abusive individuals.
- Office environment
- Driving a vehicle to conduct work.
- Ability to occasionally work under severe time constraints or for extended hours.