

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief of Staff (General)	REPORTS TO:	Superintendent
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management; Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students; lead strategic and tactical initiatives and projects as assigned by the Superintendent to ensure the viable operations of the District and expand practices proven to raise student achievement; maintain constant and timely communication with the Superintendent regarding the day-to-day operation of the District; ensure the Superintendent's directives are implemented and represent the District as directed; receive and resolve concerns from staff, administrators, and the public in a timely manner to provide high quality services and ensure the credibility and integrity of the District.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Organize, coordinate or direct work on special projects as assigned by the Superintendent to accomplish stated goals; conduct research and assume responsibility for the compilation of records and reports requested by the Superintendent. *E*

Accountable for improving student achievement and preparing career ready graduates at all grade levels. *E*

Direct and/or prepare and maintain a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations ; analyze, interpret, and provide recommendations to the Superintendent concerning District issues and other matters to meet the needs of students, families and the community. *E*

Act as the responsible administrator for channeling incoming correspondence directed to the Superintendent's Office to appropriate personnel for action or information; conserve the Superintendent's time by reading, researching, responding to, and routing correspondence and email; collect and analyze information to ensure accuracy of data for reporting and presentation of information. *E*

Provide information on established District policies and procedures; serve as a liaison between the Superintendent's Office and members of the community, families, and staff; represent the Superintendent on District and community boards and committees as assigned; participate in District Board of Education, committee meetings, and other activities deemed necessary by the Superintendent. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. *E*

Communicate and collaborate with other administrators, district personnel, outside organizations, families, and community to coordinate activities and programs to improve learning and teaching in classrooms to eliminate the achievement gap. *E*

Facilitate timely communication among District administrators and staff to ensure efficient and effective services to schools in support of providing students a variety of options and activities to stay in school on target to graduate. *E*

Supervise and evaluate the performance of assigned management staff; provide clear and corrective feedback in a manner that inspires accountability among colleagues and direct reports; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Perform related duties as assigned by Superintendent.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or field of specialty and five years of increasingly responsible senior management experience with at least three years in business or public education operations; advanced degree and experience in senior level management in planning, organizing, and executing programs affecting an entire school district preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Urban school districts and diverse student populations.
- Operational needs of schools and school districts.
- Operational principles of customer service.
- Applicable laws, codes, regulations, policies and procedures.
- Budget preparation and control.
- Current educational principles and practices related to assigned duties.
- Educational programs, curriculum and instructional practices related to assigned duties.
- School plant operations and appropriate supportive services required to assure operational effectiveness.
- Interpersonal skills using tact, patience and courtesy.
- Employee collective bargaining contracts.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Perform quality checks of services provided.
- Quickly analyze situations and make appropriate recommendations on courses of action.
- Exercise independent judgment.
- Coordinate across multiple departments and set targets for performance.
- Build, develop and maintain high quality talent to lead the service subgroups to meet District goals and outcomes.
- Develop and execute strategic plans for a large multifaceted organization.
- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.

Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Ability to translate theory into action.
Remain current on trends and development in the education field.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Learn new or updated computer systems and/or software programs to apply to current work.
Communicate effectively both orally and in writing.
Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation.
Plan and organize work to meet schedules and times.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions