



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 4/5/2023

Chief of Staff

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit, communications and community engagement, ombuds, legal counsel, and safety and security operations.

Job Overview

The Chief of Staff serves as a key strategic advisor to the Superintendent and other members of the Superintendent's Cabinet. The Chief of Staff provides effective and responsive communications, timely problem solving, and leadership relating to innovative approaches to fulfilling the division's Strategic Plan. The Chief of Staff supervises the Director of Equity.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Works with other members of the Superintendent's Cabinet to promote innovation and creative problem solving, as well as long-term strategic planning; Organizes and completes special projects
- Models and facilitates the development of strong relationships between members of the Superintendent's Cabinet and school board members; Initiates timely, collaborative communication between members of the Superintendent's Cabinet and the school board; Promotes a climate of mutual respect, trust, and professionalism in interactions among school board members and staff members
- Provides leadership in effective school board governance, including promoting collaborative relationships among staff members and board members, organizing governance professional learning, creating and revising processes relating to school board aides, and overseeing the development of agendas and supporting documentation for board meetings
- Facilitates the ongoing creation, review and revision of division policies and procedures that define organizational expectations and effectively communicate the expectations to stakeholders
- Assists with the coordination of the daily work of the Director of Communications and Community Engagement, including work relating to the design, execution, and annual updating of a division-wide comprehensive communication plan that aligns with the school division's strategic plan and fosters dialogue, collaboration, understanding, and trust; Leads the enhancement of division wide capacity for handling public concerns

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- Supervises the Director of Equity, including work to lead cross-departmental efforts to promote and sustain educational equity and inclusiveness
- Collaborates with a wide variety of internal and external stakeholders, including elected officials and county government staff members; Represents the Superintendent at select community-, division-, and school events and meetings
- Oversees the operations of the Office of the Superintendent, including communication matters
- Attends board meetings and prepares reports for the school board as the Superintendent may request

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's degree in education, school administration, or related field; Doctorate preferred

Experience

Has significant successful experience in education, including teaching and/or administrative experience, and experience promoting equity in education

Licenses and Certifications

Preferably holds or is eligible for the Virginia Postgraduate Professional License with an endorsement in PK-12 administration and supervision

Knowledge, Skills and Abilities

- Has successful experience that demonstrates a high level of reliability, strong organizational skills, attention to detail, and good judgement in professional matters
- Has demonstrated the professional characteristics necessary for working effectively with licensed staff, administrative staff, classified staff, parents, and other community stakeholders

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.