ORANGE UNIFIED SCHOOL DISTRICT

CHIEF OF STAFF

DEFINITION

Under the direction of the Superintendent of Schools, the Chief of Staff is a critical member of the Superintendent's senior leadership team, serving as a project manager, and liaison to internal and external stakeholders. This role is responsible for ensuring the smooth and effective operation of the Superintendent's office. The ideal candidate is a highly organized, results-oriented leader with exceptional communication and interpersonal skills, and a deep understanding of the K-12 education landscape.

DISTINGUISHING CHARACTERISTICS

This position elevates the traditional administrative function to a high-level strategic partnership with the Superintendent. The incumbent serves as a key advisor and proxy for the Superintendent, responsible for driving executive priorities and ensuring organizational alignment. This role requires a leader with exceptional political acumen and communication skills who can bridge the gap between the Superintendent's vision and the district's operational execution. The Chief of Staff is central to the effective functioning of the district's leadership, facilitating cross-functional collaboration to ensure all initiatives support the district's strategic goals.

ESSENTIAL DUTIES

- Leads and manages high-priority, cross-functional projects on behalf of the Superintendent.
- Establishes project goals, timelines, and success metrics, and monitors progress to ensure timely and effective completion.
- Coordinates with department heads and other leaders to ensure alignment and collaboration on key initiatives.
- Designs and coordinates training and development for classified staff in the area of customer service, organizational systems, and other essential skills.
- Acts as a key liaison between the Superintendent's office and the school board, district leadership team, school principals, staff, parents, and community partners.
- Drafts and edits high-level communications, including presentations, memos, reports, and public statements.
- Prepares the Superintendent and school board for meetings, presentations, and public appearances, providing comprehensive briefings and background materials.
- Manages and prioritizes the flow of information to and from the Superintendent's office, ensuring timely and appropriate responses.
- Oversees the day-to-day operations of the Superintendent's office, including managing the Superintendent's calendar and scheduling, and coordinating meetings.
- Develops and manages the budget for the Superintendent's office.

- Plans and executes special events, retreats, and meetings for the leadership team and school board.
- Coordinates and oversees district-wide celebrations and achievements, including but not limited to employee and student recognition events.

QUALIFICATIONS

Knowledge of:

- Principles of public administration, strategic planning, and project management.
- The functions and complexities of a K-12 educational organization.
- Effective public relations, communications, and stakeholder engagement strategies.
- Organizational development and systems management.
- Applicable laws, codes, regulations, and policies governing school districts.
- Principles of leadership, management, and supervision.

Ability to:

- Lead and manage high-priority, cross-functional projects and initiatives.
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Communicate complex information clearly, concisely, and effectively to diverse audiences, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with stakeholders at all levels.
- Serve as a trusted advisor, handling sensitive and confidential information with discretion and integrity.
- Manage multiple competing priorities in a fast-paced, high-pressure environment.
- Plan, organize, and execute high-level meetings and special events.

EXPERIENCE AND EDUCATION

Education:

- Bachelor's degree required.
- Master's degree in Education, Public Administration, Business, Business Management, or a related field strongly preferred.

Experience:

- Minimum of 3 years of experience in a leadership or senior administrative role, preferably within a K-12 school district, non-profit, or government setting.

License Requirement:

- Possession of a valid California Motor Vehicle Operator's License.

WORKING CONDITIONS

Environment:

- Office environment

Physical Abilities:

- Dexterity of hand and fingers to operate standard office and/or classroom equipment.
- Sitting, standing, walking for extended periods of time
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and to drive a vehicle.
- Carrying, pushing, or lifting classroom and office equipment and supplies.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.
- Bending at the waist, kneeling or crouching.
- Reaching overhead and above shoulders to access materials.
- Walking to and from designated locations.

Condition of Employment

- Insurability by the District's liability insurance carrier.

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