



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Chief of Staff

Class Code: 1050

Work Days: 225

GENERAL PURPOSE

Assist the Orange County Superintendent of Schools (Superintendent) in strategic planning, organizing, directing, and working on various Orange County Department of Education (OCDE) projects and initiatives; represent and act on behalf of the Superintendent as directed; coordinate assigned activities with other divisions and outside agencies; and provide highly responsible and complex administrative support to the organization.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from the Superintendent's office.
2. May exercise direct supervision over management and/or support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Represent and act on behalf of the Superintendent as directed; serve as the principal liaison between the Superintendent's office and other divisions, Cabinet and other executive staff, the Board of Education, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. Serve as a member of the Superintendent's Cabinet.
 2. Formulate programs and policies; develop and implement approaches for addressing strategic opportunities, goals, and objectives; oversee and guide the organizational strategic planning process; oversee, coordinate, and guide programs and services, including facilitating and coordinating activities to involve staff support and participation in mission, vision, and goals.
 3. Assist the Superintendent and staff with the development of new initiatives. Supervise and steer projects and initiatives with a deliberate focus on data accountability and visualization, including monitoring and enhancing student performance metrics.
 4. Develop and maintain a working relationship with other departments of county government.
 5. Manage and direct the development, implementation, and evaluation of in-service training programs and staff development, focusing on enhancing the skills and competencies of certificated staff.
 6. Provide leadership support in the interpretation of, compliance with, and recommendations for implementation of educational laws, rules, and regulations; represent OCDE in local and state-wide
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initiatives to improve outcomes for stakeholders; advise the Superintendent and district administrators on relevant regulations, policies, and procedures as appropriate.

7. Facilitate conversations and meetings with philanthropists and those interested in investing in OCDE initiatives.
8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Participate in the development and administration of assigned program budget; forecast additional funds needed for program operations; monitor and approve expenditures; recommend adjustments as necessary.
10. Coordinate services with those of other divisions and outside agencies and organizations.
11. Prepare and present reports and other necessary correspondence.
12. Attend and participate in professional meetings and other activities deemed necessary by the Superintendent to accomplish the position's objectives and for professional achievement. Stay abreast of new trends and innovations in education.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of

1. California Education Code, California Administrative Code, Federal, State, and OCDE laws, rules, policies, and regulations relating to the responsibilities of this position.
2. Administrative organization of public agencies that interface with OCDE.
3. Principles of effective communication, organization, and public administration.
4. Advanced techniques in research, development, and application of educational programs.
5. The California legislative process includes the structure, procedures, and rules of the legislative bodies and lines of communication required to initiate action.
6. Principles of evaluation strategies, methodology, and techniques for reviewing to determine outcome analysis and operational effectiveness.

Ability and Skill to

1. Coordinate and direct various activities, projects, meetings, and conferences requiring the cooperation and participation of several diverse parties.
2. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
3. Identify areas for improvement; introduce and recommend effective measures for problem resolution.
4. Establish and maintain effective working relationships with all those contacted in the course of work.
5. Communicate clearly, concisely, and effectively, orally and in writing, including online and on social media.

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6. Gather and interpret program information from a variety of sources; develop effective methods for capturing and interpreting information obtained and share data in clear and compelling ways; synthesize and analyze data gathered to develop plans and/or solutions to problems; and share data in a clear and effective way.
 7. Serve as an effective representative and ambassador of OCDE with representatives of partner agencies, consultants, and members of the community.
 8. Provide administrative and professional leadership and direction.
 9. Prepare clear and concise reports.
 10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Education, Training, and Experience

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, public administration, or a closely related field and at least seven (7) years of experience in PK-12 education, including policy development, project management, and organizational development; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.