



Job Title Chief of Staff

FLSA Status Exempt

Reports to CEO

Role Purpose

As the Chief of Staff of schools (COS) the position serves as the staff/academic officer and assist the CEO in providing guidance in the implementation of the charter mission and vision. The position models instructional leadership in words and practice by ensuring that school programs, procedures, and practices focus on learning and achievement for all students. The position, under the direction of the CEO oversees the academic, operational and administrative goals of the school, supervises and supports the implementation of all school functions. The Chief of Staff guides both school organizations in the development of academic and school operations processes. Serves as the liaison, as to be determined by the CEO, to the community at large, including corporations, foundations, the Chartering Authority (HCDE), the Tennessee Charter School Association and the Tennessee Department of Education.

Key Responsibilities

Provide leadership and strategic direction for internal and external communications, presentations, speeches and correspondence.

- Serve as a key member of the leadership team, acting as a thought leader and spokesperson on behalf of CGLA and ME@HP schools and students.
- Lead key initiatives, inform CEO's schedule, oversee staff performance, facilitate communication between the CEO and all staff.
- Serves as advisor on key personnel issues.
- Oversee operations, oversight and performance management for executive staff, and executive meetings.
- Provide leadership and support to the CEO's direct reports to ensure that strategic goals and objectives are met.
- Serve as a key contact to HCDE departments, staff and community members.
- Anticipate and assure that appropriate plans are in place and executed for CEO meetings and events.
- Facilitate external relationships with community groups, policymakers, funders, and other stakeholders, as directed by CEO.
- Support the CEO and executive staff in their daily operations, ensuring that expectations and deadlines are clearly communicated to executives.
- As directed by CEO, interact with government, community, industry officials and the Board of Directors' in the representation and development of strategic program initiatives.
- Participate with the CEO and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.
- Attend Board of Director meetings, and attend and preside over such other meetings as assigned by the CEO.
- Attends work regularly and arrives to work on time.
- Maintains confidentiality; adheres to the Teacher Code of Ethics as defined by Tennessee Law.

Knowledge, Skills, and Abilities

- Master's Degree in education or related field required. Doctorate degree preferred
 - Five (5) years minimum experience in administrative/academic field required
 - Five (5) years minimum experience in working directly with executive cabinet leaders, school board members, non-profits or community representatives, strongly preferred.
 - Experience in urban schools is preferred.
 - Demonstrated track record of success in leading strategic educational initiatives; coalition and relationship-building across a diverse group of stakeholders; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
 - Possession of valid State of Tennessee Professional Teacher certification required.
 - Must possess a valid state-issued driver's license.
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Skills/Qualifications

- Use computers and other technology to enter and access information related to essential job functions.
 - May operate a motor vehicle to conduct various work activities.
 - Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members. Performs other duties as assigned by the CEO
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Detailed Responsibilities

The Chief of Staff (COS) works under the general supervision of the CEO. He/she is responsible for carrying out the policies, procedures, and programs established by the CEO, Board of Directors the state, and the federal government.

Provide communication counsel and support to the CEO and assure the school's strategy, objectives and performance are effectively communicated to external and internal audiences.

Perform other duties as determined by the CEO. The (COS) also works with faculty, staff, students, parents, and community leaders in creating the conditions for learning and meeting statewide performance standards. An effective (COS) provides two basic types of leadership: vision and support.

Visionary and Support leadership includes:

- Influencing School Climate
- Establishing High Expectations
- Facilitating Innovation
- Encouraging and Evaluating Performance
- Matching Strengths to Student and School Needs
- Motivating and Collaborating with Staff
- Removing Constraints to Accomplishments

Additionally, the (COS) must have the skills to support his or her vision. In particular, the (COS) must use broad-based knowledge and experience to guide and direct the schools. Through this process the (COS) guides the decision making process.

CGLA and ME@HP Education relies upon (COS) to demonstrate leadership throughout many domains of the larger educational process: curriculum, interpersonal relationships, administration, community, vision leadership, and professional growth.

I. Curriculum Domains

- A. Instructional Program & Curriculum Planning
- B. Student Guidance
- C. Staff Development
- D. Measurement & Evaluation
- F. New Programs & School Improvement

II. Interpersonal Domains

- A. Motivating Others
- B. Oral Expression
- C. Written Expression

III. Administrative Domains

- A. Leadership
- B. Information Collection
- C. Problem Analysis
- D. Judgment
- E. Organizational Oversight
- F. Implementation
- G. Delegation
- H. Fiscal & Resources Management

IV. Community Domains

- A. Philosophical & Cultural Values
- B. Legal & Regulatory Applications
- C. Policy & Political Influences
- D. Public & Media Relationship

V. Vision & Leadership Domains

- A. Vision for the School
- B. Leadership
- C. Recruitment of Faculty & Staff
- D. Development of Administrative Guidelines
- F. Development of Policies for Educational Programs
- G. Maintains a close working relationship with CEO, Founder and Administration team for both schools
- H. Assist with Development of ME@HP and CGLA Budgets
- I. Develops annual goals and objectives for both organizations
- J. Professional growth and development dimension for both Principals & Faculty

CGLA and ME@HP Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.