



INTERIM CHIEF OF STAFF

SUMMARY/SCOPE/GOAL

To provide strategic and tactical skills to coordinate and assist cabinet members in all district operations and initiatives. Provide savvy and collaborative communication with a keen eye on the political landscape. The Interim Chief of Staff will serve the Interim Superintendent by providing confidential and complex project management and analysis of data and by representing Brevard Public Schools with internal and external constituents, as requested.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelors' degree from an accredited institution of higher education.
- Five (5) years' experience in project management.

PREFERRED/DESIRED:

- Experience working with local legislative delegation on issues of importance to public education.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Ensures the Superintendent has the most up-to-date, current, immediate, and relevant information from within and outside the system.
2. Serve as a key thought partner to the Interim Superintendent.
3. Represent the organizational values and the views of the Interim Superintendent and promote District initiatives to a variety of internal and external stakeholders.
4. Manage communications and ensure that messaging at all levels is aligned to the Interim Superintendent's and Board's vision, is clear and focused, and spans vertically and horizontally across the organization.
5. Guide the executive cabinet in data-driven decision-making keeping student achievement at the forefront and focusing on improvement across the entire organization.
6. Support the Interim Superintendent's efforts in establishing clear, consistent interactions with parents, families, and community partners.
7. Address and respond to inquiries and/or issues involving students, employees, and happenings within the District.
8. Be informed of current educational trends, practices and proposed legislation impacting schools to advise the Superintendent.

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9. Develop and deliver complex presentation materials including charts, graphs and other data representations and make recommendations for new strategies or programs.
10. Attend meetings of the School Board and prepare reports for the School Board as requested by the Interim Superintendent.
11. Perform any other related duties as assigned by the Interim Superintendent.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

A strategic thought partner with adaptive leadership skills. Knowledge of organization and management theory and practice. Knowledge of current educational trends and research. Understands school board directives (current policy and policy changes; state, federal and district level workflows; legislative requirements; and current organizational goals, particularly the former strategic plan goals, focused on staff retention/student achievement). Excellent communicator with the ability to support the Interim Superintendent's vision to meet short term goals and objectives. Understand current challenges facing organizations including immunity to change, workforce challenges, widening achievement gaps and lack of data-driven decision-making.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Superintendent/Board/Legal	DEPARTMENT:	Superintendent
TITLE CODE:	tbd	CONTENT BY:	Interim Superintendent
GRADE:	EXEC	COMPENSATION:	Interim Superintendent
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	01/24/23	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	1/24/23	Developed	

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.