

CHIEF OF STAFF POSITION DESCRIPTION

Reporting directly to the Head of School, the Chief of Staff provides executive-level support and strategic counsel to the Head of School, the Leadership Team, and the Board of Trustees. The Chief of Staff handles a wide range of matters on behalf of the Head of School including strategic and high-level administrative duties of broad scope and complexity requiring outstanding professional ability, mature judgment, and a thorough knowledge of school programs and organizational structures. The Chief of Staff works in close partnership with the Head of School and is expected to develop recommendations that involve subtle, sensitive, and sophisticated relationships and take into account divergent and often contradictory demands and reactions. The Chief of Staff must be able to work independently on areas arising in all areas of the School, and must be highly organized and have the ability to think critically and offer solutions to problems with a high level of professionalism. Based on the nature of the work and the office, the Chief of Staff is entrusted with confidential and sensitive information, requiring discretion and sound judgment.

SKILLS & COMPETENCIES

- **Project Management:** Ability to lead and execute complex projects to achieve stated goals by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
- **Relationship Management:** Positively collaborate and build/maintain authentic and trusting relationships.
- **Critical Thinking & Problem Solving:** Analyze data, trends, and patterns to identify issues/problems and determine the best course of action/solutions. Develop new insights and formulate creative solutions, considering the impact and implications of recommendations in the context of overall vision, goals, and objectives.
- **Communication:** Ability to articulate thoughts and express ideas effectively using oral, written, visual, and non-verbal communication skills, as well as deep listening skills and curiosity to gain understanding.
- **Emotional Intelligence:** Demonstrate high levels of self/social awareness, self-management, empathy, and curiosity.
- **Results Driven:** Ensure high-quality results on projects/tasks, meets deadlines, and attends to details. Take responsibility for the quality of work and achieve results with little oversight.

PRIMARY RESPONSIBILITIES

Head of School's Office: The Chief of Staff

- Promotes the school's mission, making it the center of all decisions and actions.
- Acts as the Head of School's liaison to the Board of Trustees and Leadership Team.

- Serves as steward of highly confidential information and acts as a trustworthy liaison between the Head of School and internal and external stakeholders on key matters.
- Represents the Head of School's Office, as appropriate, on certain committees and Task Forces.
- Reviews important correspondence (letters, emails) and drafts responses for the Head of School as appropriate, or forwards to the appropriate person for response and/or reply.
- Facilitates the ability of the Head of School to manage executive functions by assisting the HOS to prioritize key initiatives, goals, objectives and schedule.
- Creates and maintains systems and organizational relationships to enable leadership success
- Creates and updates dashboards for reviewing annual goal and other key performance indicators
- Organizes, collects, collates, and publishes annual goal documents for [REDACTED] including annual work plans, goals and objectives and tracks progress towards their accomplishments.
- Conducts research, prepares, drafts, and revises analytical reports required by the Head of School.
- Assists the Head of School in developing reports, presentations, speeches, publications, talking points and educational materials.
- Oversees the Executive Assistant to the Head of School's Office, as well as the management of the following functions for the Head of School's Office (While the details of these tasks may be managed by others, the Chief of Staff is responsible for their oversight and execution):
 - Calendar (Prepare and manage the school calendar and other scheduled events; ensure that the events for which the HOS's office has responsibility are planned and stewarded appropriately);
 - Schedule (Schedule, maintain, and confirm the head of school's appointments and calendar activities);
 - Phone (Screens the head of school's phone calls and takes messages);
 - Travel (Make travel arrangements for the head of school);
 - Clerical (Provide general clerical duties and administrative support to the school);
 - Budget (Manage expenses for the head of school's budget);
 - Work Accountabilities (i.e. goals that need to be forwarded for the Board, Leadership Team & School, and tasks that need to be executed throughout the year (letters, speeches, etc.)).

Strategic Institutional Projects & Initiatives

- Partners with the Head of School to oversee the strategic planning process. Determines whether this function should engage outside support and/or internal point person, and serves as Head's liaison for this work.
- Oversees special projects for the Head of School in support of institutional priorities.

- Assists in the coordination of schoolwide projects that cross areas of responsibility among different leadership team members.
 - Bring together multiple stakeholders and help drive decisions
 - Research, benchmark, analyze data and make recommendations
 - Create timelines, action items, benchmarks, and follow-up with partners
 - Create systems, processes, and protocols to streamline school operations
- Supports ongoing neighborhood relations and upcoming construction project
- Drives the annual survey projects (ISM Surveys)
- Supports the Associate Head of School on oversight of professional development (PD) budget and process for staff.
- Partners with the Director of Human Resources to manage the professional growth and evaluation for non-teaching staff.
- Collaborates with the Director of Human Resources to recommend employee relations practices necessary to establish a positive colleague relationship and foster a high level of employee morale and motivation including the setting of a schedule of community engagement activities for faculty & staff (including Faculty & Staff Appreciation Week)
- Accreditation support in coordination with the Associate Head of School.

Leadership Team:

- Serves on the Leadership Team and Planning Group
- Helps to plan and facilitate LT retreats
- Partners with LT members in tasks as assigned by the Head of School
- Coordinates with the Head of School and Associate Head of School on the following in regards to leadership team: agendas for each team meeting, meeting notes, pre-meeting briefings (as appropriate), and memos/notes outlining follow-up actions for each team meeting in a timely manner.
- Provides the Head of School/Associate Head of School monthly reports identifying successes, challenges and opportunities (by division/department).

Board of Trustees:

- Serves as primary liaison to the Board of Trustees on matters not directly handled by the Head of School.
- Builds and coordinates with the Head of School and Board Chair the contents of agendas and materials including briefing documents, powerpoint presentations and talking points for Board of Trustees meetings and Executive Committee meetings.
- Attends all Board and relevant Board committee meetings with the purpose of ensuring strategic alignment, following up on action items,
- Manages the recording, drafting, editing, collating, distribution, approval and archiving of all subcommittee and full board meeting notes.
- Manages Board databases and systems (Google Drive)
- Supports new trustee onboarding
- Coordinates all logistics for Board meetings (facilities and tech set-up and break-down)

Administrative Staff Coordinator

- Partners with leadership team members to oversee the training, coordination of and collaboration between office administrative assistants, program assistants and project managers. Charged with development and oversight of a “workshare” function, where administrative support across the institution can be leveraged by individual offices at peak work times, allowing the School to support each office efficiently and without adding headcount.
- Understands strengths and skills to build the capacity of key administrative staff (e.g. Divisional Office Managers) who support members of the leadership team.
- Delegates action items and tasks relating to institutional projects and initiatives to relevant administrative staff based on strengths, skills, and bandwidth
- Coordinates and optimize workflow among administrative staff.

