

Chief of Staff (DRAFT)

The Chief of Staff reports directly to the Head of School and is responsible for overseeing the operational and administrative functions of the office of the Head of School.

Specific Responsibilities Include:

Head of School's Office:

- Promote the school's mission, making it the center of all decisions and actions.
- The Chief of Staff acts as the Head of School's liaison to the Board of Trustees and Administrative 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, etc.) 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.
- Oversees the management of the following functions for the Head of School's Office
 - Calendar (In partnership with Calendar Cabinet, 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 take messages);
 - Budget (Manage expenses for the head of school's budget);
 - Clerical (Provide general clerical duties and administrative support to the Head of School office);
- Oversees special projects for the Head of School in support of institutional priorities. Assists in the coordination of schoolwide projects that cross boundaries between different administrative team members.
- 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.

- Partners with Head of School and Associate Heads of School to oversee administrative elements of the strategic planning process.

Administrative Team:

- Serves on the Administrative Team and coordinates for the Head of School the following in regard to that team: agendas for each team meeting, meeting notes, and memos/notes outlining follow-up actions for each team meeting in a timely manner.
- Facilitate needs of the Senior Administrative Team by raising critical issues with the Head of School and receiving needed responses, guidance, and decisions.
- Serve on Security Committee and aid in the respond to campus crises and emerging issues
- Analyze policy issues, procedures and problems to identify institution-wide impacts and develop strategies for effective response.

Governance:

- Serves as liaison to the Board of Trustees on matters not directly handled by the Head of School.
- Responsible for managing the distribution and archiving of all subcommittee and full board meeting notes.
- Builds and coordinates with the Head of School and Board chair the contents of agendas and materials for Board of Trustees meetings and Committee meetings.