



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Chief of Staff**
Job Family: **Administrative**
Prepared/Revised Date: **January 22, 2024**

FLSA Status: **Exempt**
Pay Range: **Grade A**
Job Code: **32475**
Days: **260**

SUMMARY: Leads strategic and tactical initiatives and projects, as assigned by the Superintendent, providing operational assistance in support of the Poudre School District. Serves as a key strategic planner, advisory, decision-maker, and problem-solver, working in close collaboration with the Superintendent. Facilitates effective communication between the Superintendent and all members of the Cabinet team. Assists in ensuring that the Superintendent's office is responsive to the needs of the Board, staff and community. Serve as a liaison to the Poudre School District (PSD) community in communications about the strategic initiatives and key projects undertaken in support of the Superintendent's vision for the district. Perform a variety of complex analytical and technical tasks primarily related to the district's organizational procedures and business management. Produce reports and communications on district-priority initiatives for internal and external stakeholders. Manage all district surveys, including tracking and monitoring requests received and surveys circulated, survey development and data analysis for internal and external partners. Serve as facilitator for district-level committees, managing committee work and committee selection processes. Serve as a direct support to the Superintendent in anticipating and planning for changes in internal and/or external conditions and needs and evaluating/planning for current and future district priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Support Poudre School District Leadership in the definition and attainment of organizational initiatives and goals in support of district priorities from original concept through final implementation and assessment. Supports execution of initiatives aligned with district priorities and strategic initiatives as defined by the Superintendent, the Cabinet team, and Board of Education.
2. Work with senior district leadership and key stakeholders to define project goals and priorities. Develop process maps which outline project structure, project budget, resource requirements, project approach, and work plan.
3. Provide analysis, consultation, gap assessment, and recommendations for projects.
4. Serve as a key member of the Superintendent's Cabinet and instructional leadership team so as to effectively provide support to the Cabinet team in the realization of district priorities and to support the coordination of long-range planning activities aimed at the realization of these priorities.
5. Ensure cross-functional project coordination and manage stakeholder communication. Serve as a liaison to the greater PSD community in communicating progress on process and project-oriented work efforts in support of district priorities as directed by the Superintendent.
6. Manage process improvement district-wide to ensure efficiency and effectiveness, anticipate challenges and collaboratively design solutions as processes/projects and programs are implemented in support of the district vision.
7. Work with project owners to recommend and implement continuous improvements using project management methodology and tools.
8. Manage all district surveys and surveys of district constituents (i.e. students, teachers, etc.), including tracking and monitoring requests received, and surveys circulated. Serve as a member of the district's three-person Institutional Survey Committee with the Director of Research and Evaluation and the Executive Director of Communications, charged with reviewing and approving all survey requests. Communicate actively with internal and external partners conducting surveys. Assist with and in some cases lead survey development and data analysis.
9. Serve as facilitator for district-level committees, managing committee work and committee selection processes.
10. Oversee, hire, evaluate and supervise the functions and staff associated with the PSD Foundation.



10. Serve as a liaison between multiple PSD departments and PSD schools in service of process or project-oriented work.
11. Serve as the charter liaison between the district and PSD authorized charter schools.
12. Support/respond to data and information requests regarding school boundaries and lead/facilitate boundary review and change processes.
13. Support the development and maintenance of an integrated calendar of programs, processes and projects impacting the district and impacting the district and assist in the execution of a communications plan related to them.
14. Assist in producing Superintendent monitoring reports and major initiative reports/presentations for the general public and Board of Education.
15. Serve as interim chief of PSD departments as needed.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Masters’ degree in Business, Public Administration, Communications, or related field.
- Seven to ten years of experience in project management, process analysis, or resource planning.
- Small and large group facilitation experience.
- Project management experience - public environment preferred.
- Experience with *Six Sigma* or Project Management Institute (PMI) PMP certification strongly preferred.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to plan, organize, and manage multiple projects.
- Knowledge and expertise in the use of project management methodologies and tools, resource management practices and change management techniques.
- Superior ability to communicate orally and in writing across all levels of the organization.
- Analytical, organizational, and decision-making skills.
- Ability to meet deadlines with strict attention to detail.
- Strong public speaking, presentation, and facilitation skills.
- Strong human relation skills, including the ability to work with different levels of management and to translate customer needs into solutions.
- Ability to be a part of/work with a team.
- Ability to maintain extreme confidentiality.
- Knowledge of Poudre School District and surrounding community.
- Understanding of Poudre School District policy and procedures and Colorado state statutes related to education.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Superintendent of Schools	
Direct reports:	Executive Director of PSD Foundation	1
	Administrative Assistant (BOE)	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	