

Omaha Public Schools

Chief of Staff (Chief_Staff_2024)

JOB POSTING

Job Details

Posting ID

Chief_Staff_2024

Title

Chief of Staff

Description

Job Title: Chief of Staff

Location: Teacher Administrative Center, 3215 Cuming Street, Omaha, NE 68131

Reports To: Superintendent of Schools

Work Schedule/FLSA Status: Full-time / Exempt

Salary Schedule: Non-Negotiated_29A / Commensurate with education and experience

Desired Start Date: July 1, 2024

Position Purpose: As a key member of the Executive Council, the Chief of Staff works closely with the Superintendent, Principals, and other District Administration members to ensure the school district's effective administration and the Board of Education's strategic plan. This position will provide expertise and leadership while playing a critical role in supporting the Superintendent and district leadership team in driving continuous improvement and ensuring the success of students, teachers, and staff within the Omaha Public Schools. Provides advice on the appropriate use of all district resources; recommends policy and practice changes; and assists in preparing agenda for Board meetings. Directs the district's activities to comply with law, policy, and regulations in a manner that ensures the optimal use of district assets. The candidate should be a strategic thinker who can provide solid and innovative organizational leadership in talent management, recruiting, employee relations, union relations, and employee benefits. The successful candidate will demonstrate ethical and prudent conduct in representing the District. This individual will have outstanding written and oral communication skills, strong interpersonal skills, and exceptional analytic skills.

Qualification Profile:

- Ed Specialist degree in education, or equivalent, required.
- District leadership endorsement required.
- Ability to interact effectively with and guide staff, students, parents, and community members.
- Demonstrated ability in instructional management, budgeting, curriculum planning, staff development, legal matters, supervision of instruction, and personnel management.
- Ability to lead and manage professional and classified staff.
- Ability to work cooperatively with all collective bargaining organizations.
- Effective oral and written communication skills.
- Detail-oriented with excellent analytical and problem-solving skills.
- Ability to effectively manage time and a variety of responsibilities.
- Knowledge of data privacy practices and laws.
- Experience with Windows-based computing environment.

Essential Performance Responsibilities

- Providing a strategic vision and strategic leadership for District.
- Provides, as a member of the Superintendent's executive team, leadership to District employees that fosters a success-oriented and accountable environment within the District.
- Organizes staff functions and monitor progress, whether solely in a division or jointly among divisions.
- Collaborate with the Superintendent and other district leaders to develop and implement strategic plans that advance the district's educational goals and priorities.

- Collaborate with district leadership and Board Secretary to formulate, review, and update policies and procedures governing various aspects of school operations, including curriculum, student services, personnel, and finance.
- Support and lead cross-functional teams to execute strategic initiatives, monitor progress and achieve measurable outcomes.
- Ensure compliance with relevant laws, reporting and regulations.
- Serve as a liaison between the school district and various stakeholders, including parents, teachers, community members, and government agencies. Foster positive relationships and facilitate communication to address concerns and promote collaboration.
- Provide support to the Superintendent in managing day-to-day operations, scheduling meetings, preparing reports/briefings, and coordinating initiatives across departments.
- Address administrative tasks, such as scheduling management of projects, to support the Superintendent and ensure efficient operations.
- In collaboration with Student Community Services, develop plans and protocols for responding to emergencies, such as natural disasters, security threats, or public health crises, and coordinate the district's response efforts as needed.
- Working with the Division of School improvement ensure professional development opportunities for district staff to enhance their skills and knowledge, promote innovation, and improve student outcomes.
- Assessing the impact of legislation and negotiations, directing analysis on impending legislation, and recommending revised language to support the District's mission.
- Preparing various materials to document activities, issues, meeting compliance and providing support materials, and presenting information to District management, Board of Education, District Employees, and general management.
- Facilitating various meetings, in-services, and workshops.
- Representing the District to the public, local and state government officials, and other districts as appropriate.

Additional Duties

Performs other related tasks as assigned by the Superintendent or designee.

Equipment: This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machines. Must always comply with OPS's guidelines for equipment use.

Travel: Frequent travel within the metro area will be required. Occasional travel outside of the metro area may be required.

Physical and Mental Demands, Work Hazards:

- Works in standard office and school building environments.
- Occasional extended hours may be required by the supervisor.
- Must have organization, time management, communication, and interpersonal skills.
- Ability to read and use information from written materials and visual displays.
- Ability to work in standing/walking positions on a frequent basis throughout the work shift.
- Ability to bend, kneel, stoop, and maintain balance while performing job-related tasks.
- Ability to work outdoors during outdoor student activities.
- Additional demands may be required upon request from the Supervisor.

Interrelations:

- Contact with personnel within the district and with customers and vendors.
- Will be working under the indirect supervision of the Superintendent.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues.
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service.
- Able to build and maintain appropriate relationships with unions and employee associations.

Employee Punctuality and Appearance

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.

Terms of Employment

This position is treated as a full-time exempt classified position. The terms of your employment will be governed by applicable state laws regulating employment in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

The offer of employment is contingent upon:

- Obtaining and providing verification of all licenses, certificates, and other requirements for the position (e.g., Paraprofessionals obtaining "Highly Qualified status," etc.), as identified and maintaining all licenses, certificates, and requirements for your position throughout employment.
- A background check which demonstrates to OPS that background is acceptable for the position.
- Verification of U.S. citizenship or legal authorization to work in the United States.
- Successful completion of a pre-employment drug test (if required for position offered).
- Successful completion of a tuberculosis skin test (if required for position offered).
- Successful completion of a pre-employment medical examination to determine ability to safely and effectively perform the essential functions of the position.

Omaha public schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

Shift Type	Full-Time	Salary Range	\$219,404.53 (2024-2025 school year)
Salary Code	Per Year	Job Category	Administrator
External Job Application	Administrative	Internal Job Application	Administrative Internal
Location	Teacher Administrative Center, Dept of Human Resources	Posting Status	Active
Minimum Qualifications Screening	Email Address is Required		

Job Application Timeframes

Internal Start Date	03/01/2024	General Start Date	03/01/2024
Internal End Date	04/01/2024	General End Date	04/01/2024

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

<i>Name</i>	Erin Perry	<i>Title</i>	Talent Services Coordinator
<i>Location</i>	Teacher Administrative Center, Dept of Human Resources	<i>Phone</i>	531-299-9776
<i>Email</i>	erin.perry@ops.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrative Survey - Classified
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