



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Administrative

**Position Title:** Chief of Staff, of Human Resources and Student Services

**Position Level:**

Administrative Salary Scale/  
12 months (Senior Management  
Class)

**FLSA Status:**

Exempt  
 Non-Exempt

**Employee Acknowledgement of  
Receipt Copy:**

### GENERAL DESCRIPTION

To provide leadership for district operations and the delivery of services to facilitate the best possible educational programs throughout the school system. Will act in the Superintendent's and Deputy Superintendent's absence.

### KEY RESPONSIBILITIES

To manage all functions and services within the Human Resources and Student Services Division consistent with district priorities and established goals.

To provide leadership, direction and oversight of Human Resources and Student Services.

To take a lead role in developing and fostering a work environment that is student focused, results oriented.

To assist in the day-to-day operations of the School District and act in the absence of the Superintendent and Deputy Superintendent when requested.

To keep the Superintendent informed of all activities, problems, and issues involved in assigned areas of responsibility, and serve on the Superintendent's leadership team.

To serve as a resource for administrators and parents for problem solving strategies and solutions.

To provide direct assistance to the Superintendent in strategic planning, implementation, and monitoring of results of district initiatives.

To keep informed of all laws, regulations, statutes, rules and policies affecting the school district and ensure district compliance.

To assist the Superintendent as needed in the selection of district and school-based administrators.

To facilitate and coordinate collaboration and partnerships with community agencies, organizations, and education institutions for mutual goal achievement.

To serve as a member of the Superintendent's cabinet and participate in district-wide planning, development, and evaluation.

To ensure effective and efficient allocation of resources to appropriately manage human capital and the overall well-being of our students.

To oversee and help coordinate, develop, plan, and report all state required mental health mandates.

To oversee and help coordinate mental health supports for students through the combined efforts of district departments including psychological, social, and school counseling services.

To keep the Superintendent informed of current critical issues within schools and departments.

To prepare all required reports and maintain all appropriate records.

To assist in the preparation of the budget to ensure efficient and effective use of all resources.

To facilitate processing ideas and seeking problem resolutions which, in turn, become the basis for district-wide planning.

To facilitate solutions to inter-school and division problems and provide feedback and monitoring for those supervised.
To maintain a close working relationship with district administrators to ensure information exchange and the coordination of efforts for effective school operations.
To assist assigned division heads in planning and related initiatives.
To assist the Superintendent in developing agendas for school board meetings.
To assist the Superintendent with maintaining a positive working relationship with the school board.
To assist in the labor relations and the identification of key bargaining issues.
To assist in the development and implementation of administrative guidelines.
To facilitate and coordinate collaboration and partnerships with community agencies, organizations, and education institutions for mutual goal achievement.
To assist in the development, implementation, and evaluation of leadership development training programs.
To conduct/coordinate major initiatives as assigned by the Superintendent.
To assist the Superintendent in achieving the goals established by the school board annually.
To exercise proactive leadership in promoting the vision and mission of the District.
To supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
To perform other tasks and assume other responsibilities as the Superintendent may assign or in his/her absence.
To perform other duties as assigned by the Superintendent.

## CLASS SPECIFICATION

**Position Title:** Chief of Staff, of Human Resources and Student Services

<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Master’s degree or higher required in Educational Administration and Supervision, Educational Leadership, Business Administration, or other related field or at least a Bachelor’s degree in Accounting with current Florida CPA license, or Bachelor’s degree in Engineering with current Florida Professional Engineer license, or Bachelor degree in Architecture with a current Florida Registered Architecture license.
<i>Work Experience:</i>	Minimum of ten (10) years of progressively responsible experience in education/business with at least five (5) years in administration/management. Experience/broad understanding of School District operational areas such as facilities, information and technology, student services, school support services, budgeting and school operations.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of the district and affects specific operations beyond the scope of the School District of Osceola County.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires developing and maintaining ongoing internal and external relationships involving formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules and regulations. Requires the handling of extremely delicate/sensitive relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	Three Years or More: Formal plans that are strategic in nature, and have future impact beyond three years.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District. All required qualification licensure must remain current.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<b>TERMS OF EMPLOYMENT</b>	
<p><i>Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p>	

**CLASS SPECIFICATION**

<b>Position Title:</b> Chief of Staff, of Human Resources and Student Services
<b>HISTORY OF BOARD APPROVAL AND REVISIONS</b>
<b>Board Approved:</b> 07.30.13; <i>rev. 04.19.16; rev. 07.11.23</i>

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.