



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

**Position Title:** Chief of Staff  
**Department:** Administration  
**Location:** Washington Service Center  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Bargaining Unit:** N/A  
**Compensation:** \$160,775.92 - \$173,201.33

**Prepared Date:** June 20, 2023

### NW REGIONAL ESD'S MISSION STATEMENT

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

**GENERAL DESCRIPTION:** The Chief of Staff serves as an extension of the Superintendent by providing executive leadership and assistance in fulfilling the agency's mission and vision. The Chief of Staff serves as the Superintendent's liaison for innovative, strategic and novel projects, to community and state organizations, and with internal leadership structures. The Chief of Staff also acts as the primary advocate for the ESD with all government partners (local, state and federal) and advocacy groups.

The Chief of Staff acts as an executive leader in the district, working at the direction of the Superintendent as well as providing direction to all facets of the organization. The Chief of Staff is a key liaison to the Board of Directors in implementing the strategic goals of both the Board and Superintendent. The position can navigate through all areas of district operations and serves to assist the Superintendent in monitoring and facilitating the progress of district-led projects and initiatives.

**QUALIFICATIONS:** 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.

1. Must have an advanced degree from an accredited institution of higher education in Public Administration, Education, Business Administration, Political Science, Public Affairs or related field.
2. Minimum of five (5) years of executive level experience, including three (3) with a public education agency or non-profit organization.
3. Valid driver's license.



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## **SKILLS & DISPOSITIONS:**

1. Advanced knowledge of Oregon PreK-12 Education laws, policies, guidelines, and of structures and systems related to elected officials and appointed leaders.
2. Advanced knowledge of public affairs, project management and planning principles and practices.
3. Exceptional oral and written communication skills with a variety of audiences and with diplomacy and tact.
4. Strong research, analytical, interpersonal, organizational, follow-through and motivational skills.
5. Proven track record of effective leadership and management strategies and techniques.
6. Ability to set clear agendas and facilitate effective meetings.
7. Ability to skillfully navigate existing political and educational structures/systems.
8. Strategic thinker and self-starter; ability to work independently when needed.
9. Ability to work efficiently and with accuracy and attention to detail in a fast-paced, deadline-driven environment' effectively managing multiple priorities and projects at once.
10. Strong technology skills for communication, research, data gathering and reporting activities.
11. Ability to effectively persuade, advocate, and negotiate with local, state and federal Leaders.
12. Knowledge of local, state, and federal legislative and executive processes.

**ESSENTIAL FUNCTIONS:** Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position. Support the ESD's daily operations and provide general professional support including providing policy advice, decision-making and operational assistance.

1. Conduct oneself in the best interest of students in support of the ESD's vision and the highest traditions of public education.
2. Provide leadership and support to the Superintendent and various leadership teams towards ensuring that the ESD's strategic goals and objectives are met and that expectations and deadlines are clearly communicated throughout the organization.
3. Analyze, interpret, and provide recommendations to the Superintendent concerning district issues and other matters as needed.
4. Serve as a key liaison between the Superintendent and component school district leaders.
5. Serve as a key liaison to ESD departments, staff, and community members, collaborating with administrators and key stakeholders in the development and support of strategic initiatives and priorities.
6. Serve as a facilitator of the Superintendent's cabinet when assigned, coordinating agendas, facilitating meetings, and ensuring that follow-up actions are completed.



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7. Supervise selected staff in the Office of the Superintendent.
8. Collaborate with a wide variety of internal and external stakeholders to solve problems and facilitate conversations that lead to consensus, buy-in, and course correction as needed.
9. Develop and coordinate a government relations strategy with relevant stakeholders, including the Board, local stakeholders, including associations, and other state associations, advocates and agencies.
10. Coordinate and manage District strategy for strengthening relationships with elected officials and government agencies (state, local, and federal) and expanding their understanding and support for the ESD mission and goals.
11. Serve as key liaison between the ESD, state and federal policymakers, including state legislators, members of Congress and key agency staff.
12. Provide senior leadership support for district committees appointed to advise the Superintendent, including preparing or directing the preparation of materials to assist the committee in achieving its objectives.
13. Manage special assignments and projects on a short-term basis and provide effective intervention in complex situations; initiate and lead inter-departmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
14. Maintain effective working relationships with District and school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Supervise administrative and technical/support staff and independent contractors as assigned.
16. Cooperate and network with other agencies and professional organizations.

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission, Vision, Values and Strategic Plan Goals.
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members.
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians.
- Hold expectations for high performance of self.
- Demonstrate computer literacy and operate software programs as related to job responsibilities.
- Maintain accurate, complete and confidential records as required by law and District policy and regulations.



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- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities.
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority.
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules.
- Work collaboratively with all departments.

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to perform moderate mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Independent problem solving is required to analyze issues and create action plans. Ability to work independently with little to no supervision.

## **WORK ENVIRONMENT:**

The Chief of Staff works primarily within an office building, with flexibility for off-site work determined by the Superintendent. Regular travel within and outside the District will be required with occasional statewide or out-of-state travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening and weekend time. In addition, this employee may be required to sit, stand, keyboard, write, hear and speak for extended periods of time

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

Note: The description contained herein reflect general details as necessary to describe the



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principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

## Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.