



DeKalb County School District Chief of Staff

Reports to:	Superintendent	FLSA Status:	Exempt
Department:	Superintendent's Office	Structure/Grade:	DPC
Division:	Superintendent's Office	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Provides a wide variety of professional support to the Superintendent including liaising with the Board and other senior level executives. Assignments are received from, carried out for, and reported to the Superintendent, with supervisory oversight from the Superintendent. This position coordinates the activities of the Superintendent with other divisions and departments. In addition, this position represents the Superintendent at meetings when required and appropriate; advises the Superintendent, providing extensive professional assistance, project management, and recommendations on district issues and performs highly responsible management work covering a broad range of administrative activities, including the supervision of staff assigned to the Superintendent. This is a professional position requiring exceptional analytical and communication skills. Professionalism, intelligence, flexibility, and a proactive attitude are especially important.

Essential Job Duties

- Serves as the Superintendent's liaison with various groups and represents the Superintendent at selected meetings and events.
- Assists the Superintendent with administrative actions in support of Board initiatives.
- Responds to inquiries directed to the Office of the Superintendent from the Board, students, parents, employees, special interest groups, and other constituents; prepares and manages correspondence on behalf of the Superintendent.
- Serves as liaison with school system attorneys and oversees the maintenance and payment of legal fees filed through the Office of the Superintendent.
- Conducts research to advise the Superintendent on pertinent issues and assist in developing responses to inquiries from internal and external stakeholders.
- Maintains open communication between Board of Education members and the Office of the Superintendent through multiple channels; ensures the Superintendent's preparedness for Board meetings, including agenda development, document review, and research coordination.
- Manages and monitors budgets for the Superintendent and the Board of Education.
- Serves as liaison with the State Board of Education; attends monthly Superintendent Conferences, GSBA meetings, and Metro-Superintendent meetings.
- Coordinates the Superintendent's participation in meetings with PTAs, the Chamber of Commerce, Business Associations, School Councils, and Parent Cluster Councils; prepares speeches, talking points, and briefing materials as needed.
- Maintains the School System's organizational chart and master calendar; serves as evaluator for GLEI.
- Performs other duties as assigned.



Qualifications

- Master's degree from an approved accredited college or university required.
- A minimum of ten (10) years of experience in an administrative or management position in the public or private sector is required. Minimum ten (10) years of experience in an educational environment with evidence of successful advancement through the organizational hierarchy as a teacher and administrator is preferred.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services
- Skill in oral and written communications; coordinating and collaborating with federal, state, regional and local organizations, and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; attend evening meetings; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/13/2025



By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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