Chief of Staff

The Office of the State Superintendent of Education (OSSE) is a mission-driven and dynamic organization in the District of Columbia and is seeking a Chief of Staff (COS). This critical role reports directly to the Superintendent and serves on the agency's leadership team. The COS serves as the Superintendent's most trusted advisor and provides strategic leadership to ensure that the Superintendent's vision for the agency is executed. The Chief of Staff works to increase the Superintendent’s bandwidth and velocity to concentrate their time, effort, and priorities on strategic activities.

The Chief of Staff will work closely with the executive and senior teams to continuously fine-tune strategies and priorities toward the achievement of the agency’s goals—specifically focused on strengthening organizational culture, systems, program-administration integration and collaboration on agency-wide initiatives. The COS supervises the Deputy Chief of Staff for External Affairs, the Deputy Chief of Staff for Internal Affairs, the Director of Communications, and Senior Advisors for Budget and Finance and COVID Recovery.

To succeed in this role, the Chief of Staff must possess superior judgment, excellent managerial skill, strong policy and political acumen, and exhibit expert level skill in navigating the complex education policy landscape of the District of Columbia. The COS must have a demonstrated track record in building and managing a strong team, maintaining constructive relationships with external stakeholders, and handling multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. The ideal candidate is a pragmatic, solutions-oriented thinker that is decisive, clear, and brings an exemplary energy to the work of public service. The ideal candidate must also possess impeccable discretion and professional judgement.

SPECIFIC FUNCTIONS OF THE CHIEF OF STAFF

SUPERINTENDENT SUPPORT

- Advises the Superintendent on agency matters pertaining to day-to-day management and policy and political matters;
- Ensures that the Superintendent can communicate a clear mission and vision and make strong progress towards its realization by providing agency-wide leadership;
- Oversees processes—scheduling, preparation materials, briefings, signature approvals—intended to maximize the Superintendent's time and ensure her maximum effectiveness;
- Reviews key policy decisions with division leads to norm on strategy and content ahead of Superintendent review and approval;
- Supports the Superintendent in building, developing, retaining, and ensuring a highly effective agency leadership team; and
- Builds a strong culture for the agency that is aligned with the agency's core values by ensuring effective internal communications, agency-wide convenings, programming, and opportunities for staff feedback.

LEADERSHIP

- Supervises the following staff: Deputy Chief of Staff- External Affairs, Deputy Chief of Staff- Internal Affairs, Executive Assistant, Director of Communications, Senior Advisor for COVID Recovery, and Senior Advisor for Budget and Finance;
- Serves as the primary point of contact with key government stakeholders including the Deputy Mayor for Education, the City Administrator, and others in order to ensure agency responsiveness; and
- Represents the Superintendent in meetings and public hearings.
KEY QUALIFICATIONS

- A Bachelors’ Degree from an accredited institution of higher education- Master’s preferred;
- At least 10 years of progressive experience in legislative affairs at federal, state, or local level government;
- Established relationships in the Government of the District of Columbia across branches of government;
- Teaching experience in a public school is a plus;
- Excellent problem-solving, planning, and strategic thinking skills;
- Superior relationship-building skills in establishing and maintaining constructive working relationships with coworkers, peers, staff, and stakeholders;
- Willingness and ability to manage large amounts of detail with great care and accuracy; and
- Embodies OSSE’s core values.

Office of the State Superintendent of Education (OSSE)- Who We Are

OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District’s 90,000+ students. As the state education agency, OSSE serves as the District’s liaison to the US Department of Education and works closely with the District’s 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations. Over the years, OSSE has worked hard to improve systems and supports to help close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. DC remains the fastest improving state and urban school system in the country on the National Assessment of Educational Progress, also known as the Nation’s Report Card.

Interested applicants should submit a resume and cover letter to OSSE.Talent@dc.gov.