



LOUISIANA DEPARTMENT OF EDUCATION

Job Description: Chief of Staff, Office of Academic Content

Organization

The Louisiana Department of Education (LDOE) vision, *Louisiana Believes*, is built on the premise that Louisiana students are just as capable as any students in America, and that those closest to children – parents and teachers – are best positioned to help students achieve those expectations. The LDOE mission is a student experience where every student is given the support and tools to fully master content, leaves every grade prepared for the next level of study, and successfully accesses the same post-secondary opportunities as their peers across the country.

Context

It is the mission of the Office of Academic Content to ensure Louisiana students have access to relevant and rigorous educational experiences so they graduate college and career ready. The Office of Academic Content develops, reviews, and revises Louisiana's standards and instructional materials and works with other teams in the agency to support teachers, principals and district staff to be successful.

Role

The Chief of Staff is responsible for directing, managing and overseeing all policy development, daily operations, and staff activities for the Office of Academic Content. This position serves as first point of contact for all executive level staff in the Office of Academic Content in the coordination of activities, communication, problem solving and other issues requiring the Assistant Superintendent's attention. The Chief of Staff in the Office of Academic Content is knowledgeable about a variety of education issues.

Duties include:

- Coordinates projects and meetings within the Office of Academic Content
- Manages communications, contracts, and budgets for the Academic Content team
- Supports managers in strategy development, problem solving, and project execution
- Supports the Assistant Superintendent in strategy development, document development, prioritization of work, and communications
- Represents the Assistant Superintendent at designated functions
- Directly supervises the World Language team
- Works with managers to ensure consistent and quality external materials and communications
- Coordinates collaborative projects across multiple teams at LDOE and with external partners
- Conducts research and special projects and assures implementation of programs developed and initiated by the department

Desired Qualifications

The preferred candidate for this position should possess a Bachelor's or Master's Degree in Education; with at least 2 years of experience working in an Administrator level position for a school system or education facility.

- Additionally, the LDOE is seeking a candidate with the following skills, experience, and attributes:
- Strong organizational, communication and interpersonal skills;

Louisiana Believes

- Considerable knowledge of principles of supervision, organization and administration;
- Ability to work independently, prioritize tasks to meet deadlines and maintain accuracy and attention to detail;
- Ability to plan and conduct executive level strategy meetings;
- Ability to provide professional development activities to executive level staff as needed;
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; and
- Experience in working with people from diverse cultures and economic backgrounds.

Location

Candidates for this position are expected to reside within Louisiana and will need to report to or attend regular meeting at the office in Baton Rouge, LA.

Terms of Employment

The Chief of Staff is an unclassified position that reports directly to and serves at the pleasure of the Assistant Superintendent of Academic Content. Salary will be commensurate with qualifications and experience.

To Apply

Applications (including a resume and cover letter) should be directed to LDOEjobs@la.gov by Thursday, October 24, 2019. For inquires about the position, email LDOEjobs@la.gov. *Please note that emails sent to ldoejobs@la.gov are submitted to a state email address and, therefore, considered public records.*