

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Chief of Staff/Public Information Officer

REPORTS TO: Superintendent

QUALIFICATIONS: Demonstrated ability to organize and supervise cross-functional teams, to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Superintendent's office. Excellent communication, interpersonal, organizational and leadership skills with staff and community.

Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: Represents the Superintendent and is the liaison between the Superintendent's office, Administrators, and community. Supervises the workflow of the Superintendent's office to ensure quality and timeliness including reports, correspondence, and related items. Supervises the interaction between the Superintendent's office and the Board of Education and handles quality control issues for all Board of Education materials that originate from the Superintendent's office. Resolves problems between and among offices that require Superintendents-level involvement.

PERFORMANCE RESPONSIBILITIES:

1. Provides oversight and direction related to district relations, media relations, parental and community involvement.
2. Serves as liaison between the Superintendent of Schools, Board of Education, school community and general public.
3. Supervises and ensures quality control for incoming and outgoing workflow within the Superintendent's office, including preparation of materials for weekly Board of Education mailings, correspondence, reports, and other relevant materials.
4. Supervises and ensures quality control for the Superintendent's Bulletin and associated materials for distribution to the Members of the Board of Education and public.
5. Supervises and ensures the completion of all post Board Meeting follow-up.

6. Process requests for information, clarifies policies and procedures. As requested by the superintendent, handles difficult phone contacts, inquiries, formal and in informal complaints/appeals to the superintendent and attempts to resolve matters and advises the superintendent.
7. Supervises and oversees all requests of public records in accordance with Board Policy and Regulation 8310.
8. Has daily contact with all administrators and helps coordinate all instructions by the superintendent pertinent to the school system. Maintains good public relations when dealing with the administrators, teachers, staff, parents, group organizations, and the general public on related matters.
9. Assists the superintendent in compiling data and preparing reports required by law, administrative code and Board Policy such as *NJQSAC*. Ascertains and verifies access and due dates from the New Jersey Department of Education.
10. Supervises and ensures quality control of budget accounts for the Office of the Superintendent of Schools.
11. Oversees all district Travel and Conference submitted to the Superintendent's Office for approval in compliance with NJAC 6A:23A-7.
12. Assists the superintendent in processing, maintaining, and disseminating administrator evaluations.
13. Prepares and maintains the Agreements for APSA, PTHEA, ESAPTH, Local 1, and PTHESA. Distributes new and revised Agreements to the Associations.
14. Supervises and assists in the preparation of all correspondence, reports, agendas, and Power Point presentations emanating from the Superintendent's Office.
15. Maintains and updates the Policy Manual. Submits new and changed policies and to the Board of Education for reading and approval at Board Meetings. Distributes new and changed policies to the appropriate parties.
16. Supervises and ensures compilation, publication, and distributes annual Parsippany-Troy Hills Township Schools District Calendar and Handbook.
17. Prepares, publishes and distributes district Board of Education Budget Newsletter publications as assigned.
18. Supervises and maintains staff and community distribution of flyers through the schools.

19. Prepare answers and keep files on all grievances filed by Parsippany-Troy Hills Education Association, Inc., on behalf of the Superintendent and Board
20. Approves and verifies residency with parents of newly enrolled students to the district. Notifies families about the residency requirements and about consequences for falsifying residency papers; and requires families to produce additional proof of residency. Oversees follow-up and sends notices as governed by New Jersey Statute N.J.S.A. 18A:38-1 on missing forms, until residency is complete.
21. Assist the district staff in enforcing the requirement of affirming legal residency and legal guardianship requirements in the district and to notify the district of any residency changes that take place during the school year.
22. Gathers information, coordinates with local radio stations, and produces snow emergency list for administrators and Central Office Staff.
23. Assists in the preparation of and submits school and district press releases to local media.
24. Coordinates and prepares student and staff recognition ceremonies at Board of Education meetings.
25. Coordinates the recognition of staff members employed by the district for twenty-five years, Distinguished Faculty Awards, County Teacher Recognition Award, and Retirement gifts to staff members at Board of Education Meetings.
26. Serve as lead contact person in the district for all incoming NJDOE and Morris County Office of NJDOE.
27. Performs other related duties as may be assigned by the superintendent.