



**COORDINATOR POLICY AND CONSTITUENT SERVICES**

**GENERAL RESPONSIBILITIES**

Under the direction of the Chief of Staff, the position serves as a liaison with departments throughout the School Division and organizations outside the School Division, to receive and respond to requests for information on behalf of the Office of the Superintendent. Provide leadership in planning, developing, and implementing the division’s government relations priorities while providing assistance and direction to schools and district staff in communicating with the public

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the Chief of Staff with oversight of the School Division’s policies and regulations.
- Monitor and track proposed or pending state and federal legislation that could affect division programs; prepare a post-legislative report that summarizes new legislation or changes in statutes that may/will affect the division.
- Work with the Chief of Staff to develop the legislative agenda.
- Serve as the initial point-of-contact for all governmental and quasi-governmental agencies and officials having business with the Office of the Superintendent.
- Facilitate the interaction between local governmental agencies and community groups to form partnerships to enhance educational outcomes.
- Create a grassroots network that can be engaged quickly to assist in lobbying efforts.
- Meet with legislators, testify at hearings and meetings, and represent the Division at a variety of legislative functions.
- Facilitate district-wide policy discussions with various stakeholders.
- Organize events that encourage legislators to visit schools and participate in school and school division functions.
- Process and respond to questions relating to the Freedom of Information Act (FOIA) and/or Family Educational Rights and Privacy Act (FERPA).
- Monitor and respond to inquiries from constituents and the public via “Ask the Superintendent” email account.
- Assist with planning and facilitating sessions of the Superintendent’s Roundtable.
- Serve in a project supervisory role as assigned by the Chief of Staff.
- Provide current and necessary information/briefings to the Chief of Staff.
- Perform other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have comprehensive knowledge of the principles, practices, and procedures of school administration, school board policies and regulations, and school division objectives, procedures, and organization. Must have comprehensive knowledge of school personnel and administrative practices, procedures and methods. Must have excellent oral and written communication skills. Must have the ability to work with and through administrators, teachers and all support staff as well as the community; ability to exercise sound judgment, diplomacy, patience, professionalism, and courtesy in making decisions; ability to maintain strict confidentiality of information; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs, legislation and policies. Must have the ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates; ability to analyze, summarize and/or review data/information; draft report findings, interpret results and make recommendations.

**EDUCATION AND EXPERIENCE**

Master’s Degree in School Administration and five (5) years’ experience in education with administrative experience, preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.