



## Chief of Staff Job Description

### HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT

Health Leadership High School, where students are immersed in real-world experiences that transform academic learning into practical skills, preparing compassionate leaders who drive change, advance equity, and strengthen their communities

Health Leadership High School, donde los estudiantes se sumergen en experiencias del mundo real que convierten el aprendizaje académico en habilidades prácticas, formando líderes compasivos que generan cambios, promueven la equidad y fortalecen sus comunidades.

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### HEALTH LEADERSHIP HIGH SCHOOL VISION STATEMENT

“From Classroom to Community: Leaders for a Better Tomorrow”

“Del Aula a la Comunidad: Líderes para un Mejor Mañana

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#### Position Overview:

The **Chief of Staff** is a pivotal leadership role responsible for guiding and supporting the Director Team in their growth as culture builders, strategists, operators, and mentors. Reporting directly to the Executive Director/ CEO, the Chief of Staff ensures the alignment of all school functions with strategic goals, fosters collaboration across teams, and creates systems to drive student success. This role emphasizes cultivating leadership capacities, operational excellence, and a culture of continuous improvement throughout the organization.

#### Key Responsibilities

##### 1. Leadership Development and Culture Building

- Foster a culture of collaboration, accountability, and equity among Directors, staff, and stakeholders.
- Support Directors in becoming effective mentors for their teams, modeling a commitment to growth and excellence.
- Facilitate regular professional development opportunities to strengthen leadership competencies in culture-building and strategic thinking.

- Promote an inclusive and positive school climate by addressing challenges proactively and building trust among all stakeholders.

## **2. Strategic Planning and Execution**

- Collaborate with the Executive Director/CEO and Director Team to design and implement strategic initiatives aligned with the school's mission and vision.
- Ensure strategic alignment across all pillars, identifying risks and opportunities for continuous improvement.
- Track progress on strategic goals, facilitating regular reviews to evaluate outcomes and make data-driven adjustments.

## **3. Operational Oversight**

- Guide Directors in developing and managing efficient systems for school operations, finance, compliance, and facilities.
- Provide secondary oversight for financial planning, ensuring fiscal accountability and alignment with organizational priorities.
- Support Directors in executing grant-funded programs and managing resources effectively to enhance outcomes.
- Oversee the planning and coordination of major school events, including professional development, community engagement activities, and student support programming.

## **4. Coaching and Mentorship**

- Serve as a coach to Directors, helping them develop their leadership skills and navigate complex challenges.
- Conduct co-evaluations with Directors to ensure alignment with individual, team, and organizational goals.
- Provide actionable feedback to Directors, fostering a growth-oriented mindset and reflective practice.

## **5. Communication and Stakeholder Engagement**

- Develop transparent and effective communication systems to ensure alignment between the Executive Director/CEO, Directors, and all staff.
- Support the Executive Director/CEO in drafting internal and external communications and engaging with stakeholders.
- Facilitate regular feedback loops to address concerns, celebrate successes, and identify areas for growth.

## **6. Data-Informed Leadership**

- Guide Directors in leveraging data to inform decisions and improve outcomes in their respective areas.
- Oversee the development of dashboards and reports to track key performance metrics across all pillars.
- Foster a culture of data literacy and evidence-based decision-making among the Director Team.

## 7. Special Projects

- Lead or co-lead cross-functional initiatives to address emerging needs or strategic priorities.
- Coordinate efforts to align resources, timelines, and goals across teams.

## Qualifications

- **Education:** Master's degree in Education or a related field (Ed.D preferred).
- **Experience:** Minimum of 5 years in educational leadership, operations, or strategic planning.
- Demonstrated ability to coach and mentor leaders, build collaborative teams, and manage organizational change.
- Strong organizational and project management skills, with the ability to prioritize and execute multiple tasks.
- Familiarity with performance metrics, data analysis, and the use of dashboards to track outcomes.
- Proven commitment to equity, inclusion, and the mission of providing high-quality education for all students.

## Key Competencies

- Leadership Development and Team Building
- Strategic Thinking and Execution
- Operational Expertise and Systems Thinking
- Communication and Stakeholder Engagement
- Data-Informed Decision-Making
- Adaptability, Resilience, and Problem-Solving
- Deep understanding of Project-Based Learning (PBL)

## Working Conditions

- Full-time, year-round position with occasional evening and weekend responsibilities for events or initiatives.

- Dynamic, fast-paced environment requiring flexibility, focus, and high levels of collaboration.

### **Compensation**

- Salary is commensurate with experience, degrees and licensure.
- Full benefits are offered, including medical, dental, vision, and ERB retirement plan

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### **APPLICATION INSTRUCTIONS**

Interested candidates should submit a cover letter, resume, and three references to Dr. Archuleta at [Leticia@healthleadershiphighschool.org](mailto:Leticia@healthleadershiphighschool.org). Applications will be reviewed on a rolling basis until the position is filled.

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*At Health Leadership High School, we seek to embrace equity, diversity and inclusion. We strive to have employees who have a deep commitment to supporting youth and community as a whole. Health Leadership High School is proud to be an equal opportunity employer.*