The HIDOE is in the midst of exciting transformational changes. Pursuant to our Strategic Plan, the HIDOE has re-focused its efforts to ensure that all students have the academic and personal skills required to succeed in life. As the 9th largest school district in the country, the HIDOE has a workforce of over 25,000 full-time and 20,000 part-time employees; manages a $1.8 billion dollar budget; and supports 256 public schools spanning seven islands that collectively serve more than 170,000 students, of whom nearly 53 percent qualify for free or reduced price lunch. The HIDOE is committed to building central office functions that meet the needs of students, parents, educators, community stakeholders and schools to focus on improving instruction that leads to strong student outcomes.

The HIDOE is seeking an Administrative Assistant (“Chief of Staff”) to the Superintendent. The Chief of Staff is a critically important role, enabling the Superintendent to work most effectively with internal and external stakeholders and fulfill his/her commitments to the HIDOE staff, the Board of Education (Board), and other stakeholders. This is an administrative role requiring a high level of strategic and facilitative skills. The ideal candidate possesses a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. As the Superintendent’s “trusted counsel,” the role requires a highly resourceful individual with strong emotional intelligence, self-motivation, and strong analytical skills.

The Chief of Staff is charged with overseeing the Administrative Assistant’s Office, as well as working closely to manage the Directors reporting to the Superintendent. Functions include, but are not limited to:

- Manage the flow of administrative duties around the executive office. This includes serving as the program manager for various budgets, moving communications through the appropriate channels, and maintaining a positive, functional executive office work environment for all support staff.
- Preparation for and staffing of weekly executive team staff meetings. Ensure that the meeting objectives are realistic, preparation is appropriate, the Superintendent is well-prepared, the meeting time is leveraged effectively, and appropriate follow-up occurs. Ensure that the executive leadership team support staff is kept up-to-date on items requiring their attention.
- Coordination/orchestration of projects or commitments directly involving the Superintendent and his/her direct reports. Ensure alignment among the often disparate stakeholders. Develop and maintain an inventory of critical path projects in which the Superintendent is especially interested, and/or for which his/her awareness and involvement is essential.
- Provide direct management and support to staff in the Administrative Assistant’s Office as well as to directors reporting to the Superintendent. Conduct frequent check-ins, oversee the budget development process, support performance evaluation, and identify professional development opportunities. Ensure directors receive appropriate, relevant, and timely information.
• Support the executive team, their staff, and external stakeholder's communications with the Superintendent. Serve as a gate keeper/filter to the Superintendent and help facilitate decisions and feedback to the staff. Support the needs of the staff in their ability to raise critical issues with the Superintendent and receive needed responses, guidance, and decisions. Accurately reflect the Superintendent's position and provide counsel in meetings.
• Independent leadership of special Superintendent-initiated projects. Scope, plan, and execute projects with minimal outside assistance. If necessary, oversee transfer of the project to other stakeholders within the organization.
• Advance and support implementation of the state level reorganization and support state offices that report to the Superintendent. Serve as the point of contact for the reorganization implementation team. Develop job descriptions for new director positions, lead interview process, and support on-boarding. Work with directors to develop delivery plans and provide support and guidance for administrative issues and leadership development.
• Serve as the Board liaison and provide high level support in the development of the Board agendas and presentations. Facilitate communication with necessary stakeholders.
• Development of draft communication on behalf of the Superintendent. Communication ranges from the Superintendent updates to the Board and leadership meetings, follow-up correspondence related to the Superintendent’s various meetings, and various speaking engagements involving external audiences.
• Oversee the development and execution of the Educational Leadership Institute (ELI), the HIDOE’s annual gathering of top leadership and educational officers to examine the public school system’s transformation process, note progress and challenges, discuss new strategies of implementation, spotlight success stories, and set the course for the next year. The Chief of Staff is responsible for logistics, programming, and coordination of the event.

The ideal candidate:
• Has excelled in a high level administrative role;
• Has achieved outstanding results in providing administrative support, preferably within public education;
• Has a successful track record of collaborating with senior, national, state and local leaders, school leaders, administrators, and other community stakeholders;
• Possesses a collaborative and open leadership style and has led a team to achieve measurable results;
• Shown sound judgment in the midst of much change or ambiguity;
• Has demonstrated their ability to think strategically, plan conceptually, problem-solve, and implement complex initiatives; and
• Is adept at managing and organizing a range of issues simultaneously.
The ideal candidate holds a bachelor’s degree in education, or related field, and ten years of increasingly responsible management level experience, which includes substantial administrative experience as well as strategic planning and change management.

Qualified applicants should respond by January 20, 2016 with resume, cover letter, and salary requirements in confidence to:

Sean Bacon  
Personnel Administrator  
Office of Human Resources  
650 Iwilei Road Suite 300  
Honolulu, HI 96817  
or via e-mail at  
sean_bacon@notes.k12.hi.us