



DSST Public Schools: Chief of Staff

Position Overview: DSST Public Schools (DSST) seeks a Chief of Staff to support the Chief Executive Officer and lead projects for DSST Public Schools and the Home Office team. The Chief of Staff holds primary responsibility for seeing that DSST Public Schools successfully executes its priorities and supports the DSST Public Schools network.

DSST Public Schools Overview: In its first five years, DSST has been recognized locally, state-wide, and nationally as a new model for high-performing urban secondary schools.

- DSST was the top performing Denver Public School, high school and middle school, in the 2008-09 year.
- DSST has earned the highest student achievement growth of any high school in the state of Colorado over the last three years.
- 100% of DSST's first three graduating classes were accepted to four-year colleges – the first Denver public high school to accomplish this achievement.
- DSST has been featured in *Newsweek's* "Great American High Schools," *The Denver Post*, and by the U.S. Secretary of Education, Arne Duncan, and Colorado's Lt. Governor as a national exemplar of school reform.

Working at DSST Public Schools: Professionals who work at DSST can expect:

- **A Culture of High Expectations:** All of DSST's graduates are accepted and go to four-year colleges and they are expected to become our city, state and country's next leaders.
- **Amazing Colleagues:** The DSST team is comprised of highly talented, successful, passionate educators who are committed to educating underserved students.
- **A Supportive Team:** DSST supports each one of its team members both in their professional and personal lives in a highly collaborative environment.
- **Professional Learning:** DSST is a learning organization which supports and challenges each staff member to learn, grow and become better educators daily.
- **Professional Success:** DSST provides everyone on our team the opportunity to succeed at the highest level – inspiring and changing the lives of our students.
- **Leadership Training:** DSST has created a comprehensive leadership development program that helps train aspiring leaders in the organization. Each director will benefit from this training.

Qualifications: DSST seeks candidates who have a demonstrated track record of the following leadership skills and beliefs:

Required Skills and Abilities

- Passionate belief in the mission of DSST Public Schools.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Ability to comfortably present to a wide range of audiences.
- Excellent organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to work effectively with a wide range of constituents.
- Ability to constantly evaluate the effectiveness of financial and operational systems and how best to modify and evolve those processes as the organization scales.

Responsibilities

- Support the Chief Executive Officer in the execution of projects related to DSST Public Schools growth plan;
- Determine priorities and timetables to achieve deliverables;
- Lead projects related to DSST Public Schools' new school development plan and existing schools;
- Serve as a member of Home Office project teams, including but not limited to development, finance, human resources, operations, and technology;
- Support school directors and Home Office staff in all new school openings;
- Contribute to DSST Public Schools' leadership development program;
- Manage DSST Public Schools data wall (school and Home Office performance);
- Oversee Home Office calendar;
- Create and administer internal surveys;
- Oversee reporting to DSST Public Schools Board of Directors and attend all Board meetings;
- Develop systems and reports to evaluate school and Home Office performance; and,
- Manage Home Office support staff.

Other Responsibilities

- Serve as a member of DSST Public Schools Home Office Leadership Team; and,
- Manage and develop a high-performing non-instructional staff.

Evaluation: The Chief of Staff will be evaluated based upon successfully executing projects that are focused on supporting DSST Public Schools and the network of schools.

Experience and Educational Background Required: Chief of Staff candidates should have at least three (3) years of significant financial management and operational experience including financial analysis and project management. Applicants should have a bachelor's degree or higher. Experience in an educational setting is preferred, but not required.

Compensation: DSST Public Schools offers a very competitive salary, comprehensive benefits, and a commitment to continuing professional learning.

To Apply: Please apply online at <http://www.scienceandtech.org/jobs/jobs-overview.php>.

The DSST Public Schools proudly values diversity and is an equal opportunity employer.