



NEW: Submitted:
08/20/2025 08/19/2025

JOB TITLE:	SPECIAL ASSISTANT TO THE SUPERINTENDENT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 15
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Special Assistant to the Superintendent serves as a key strategic advisor, thought partner, and connector to the Superintendent. This position is designed to provide confidential counsel, context, and insight into the district's internal dynamics and community landscape to support informed decision-making and relationship building. The role will work in close coordination with the Chief of Staff to ensure alignment between executive priorities and district operations, with a particular focus on providing cultural fluency, historical context, and strategic navigation for the Superintendent's first years in office.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as a strategic thought partner to the Superintendent, offering insights into district culture, organizational dynamics, key personnel, and community history.

Provides discreet counsel on sensitive issues, advising the Superintendent on both the formal and informal structures that influence the district.

Assists in interpreting organizational patterns and internal trends that may impact strategic initiatives, policy implementation, or community engagement.

Serves as an internal connector across departments, helping the Superintendent navigate relationships, initiatives, and leadership transitions.

Attends Cabinet, Board, and community meetings to provide synthesis, identify undercurrents, and ensure the Superintendent is fully briefed and supported.

Partners with the Chief of Staff to ensure seamless coordination of executive operations, while focusing on contextual leadership and long-range support.

Monitors the implementation of the Superintendent's priorities across departments, surfacing barriers, risks, or opportunities for stronger alignment.

Supports executive communications and represents the Superintendent when appropriate in high-level internal and external meetings.

Anticipates needs and proactively surfaces relevant issues of insights that support the Superintendent's learning, leadership, and strategic focus.

Attends evening meetings, and occasional weekend commitments as required.

Travels locally to school and community events and/or to events outside the district as required.

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's degree or higher in education, public policy, administration, or a related field.

Demonstrated knowledge of JCPS's organizational structure, operational history, community landscape, and internal culture

Minimum of 10 years of experience in education, with at least 8 years in central office or leadership role; JCPS experience strongly preferred

Proven ability to build trusting relationships, exercise sound judgment, and maintain the highest level of confidentiality.

Exceptional interpersonal, written, and verbal communication skills.

Demonstrated commitment to educational equity, student achievement, and community engagement.

Ability to thrive in a fast-paced, politically complex. And high-accountability environment.

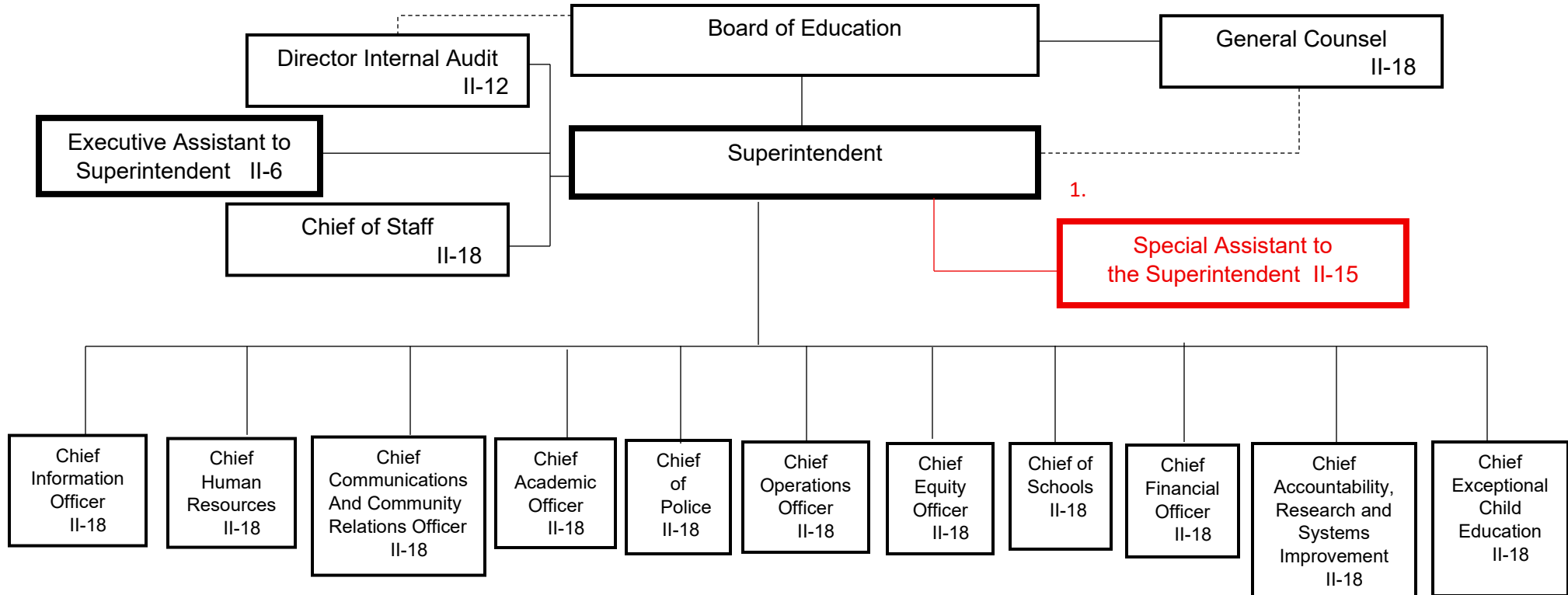
DESIRABLE QUALIFICATIONS

Deep understanding of the JCPS Vision: All JCPS students graduate prepared, empowered, and inspired to reach their full potential and contribute as thoughtful, responsible citizens of our diverse, shared world.

Familiarity with JCPS's strategic plan, Vision 2020/2030, and commitment to racial equity and restorative practices.

FOOTNOTE

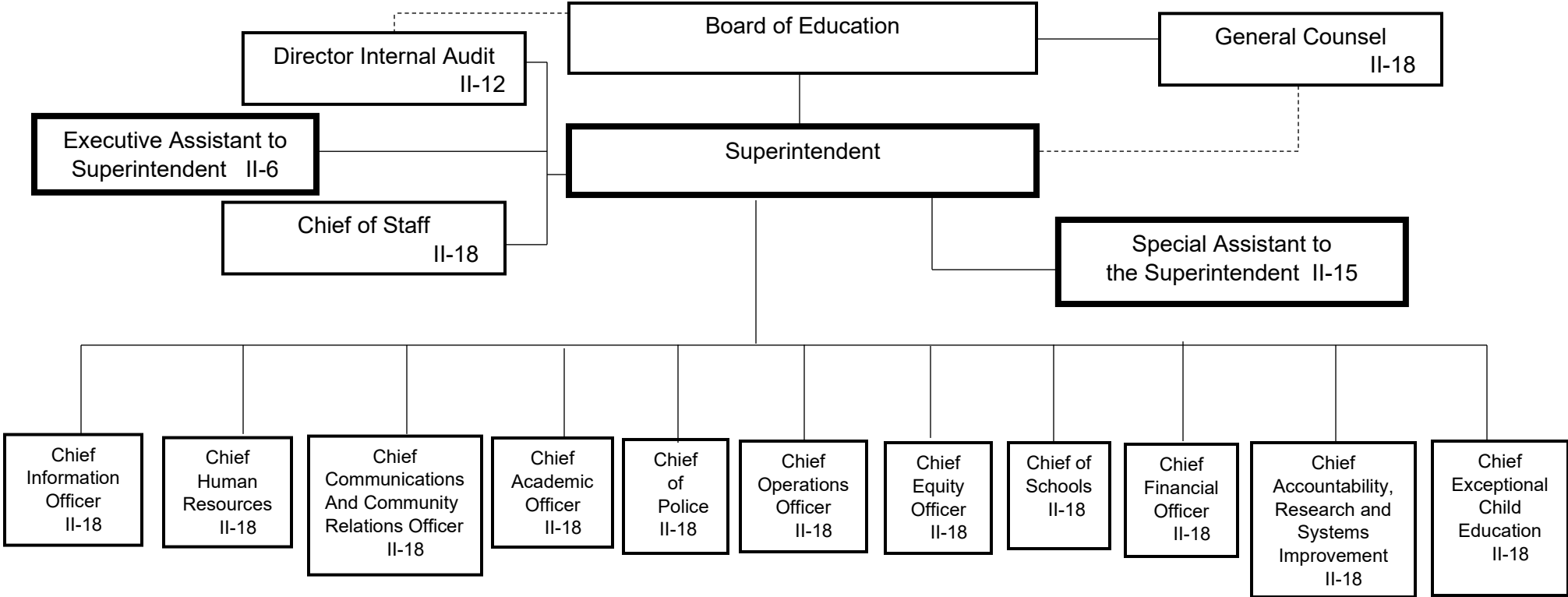
This position is funded through the Jefferson County Public Education Foundation and subject to availability of funds.



1. Add one Special Assistant to the Superintendent position.
As noted in the job description, this position is funded through the Jefferson County Public Education Foundation (up to \$160,000 through 2026-2027 school year) and is subject to availability of funds.

Summary:

General Fund Positions: ~~2~~ 3
Categorical Fund Positions: 0



Summary:

General Fund Positions: 3
Categorical Fund Positions: 0

Submitted: 08/19/2025
Effective: 08/20/2025