# POSITION DESCRIPTION

**Deputy secretary, Department of education**

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| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. |
| Position Overview | The deputy secretary focuses on the development and implementation of policies, programs and activities relating to elementary and secondary education matters. This mission addresses a wide spectrum of interests ranging from safe and drug free schools, special education and rehabilitative services, to the education of students living in poverty and students with linguistically and culturally diverse backgrounds and the promotion of educational reforms. The deputy secretary also has responsibility for the conduct of the intergovernmental relations of the department in accordance with the Department of Education Organization Act, as amended. As per the Government Performance and Results Modernization Act of 2010, the deputy secretary is also the chief operating officer. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of Education  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of Education had $90,029 million in outlays and 3,862 total employment. The Office of Innovation and Improvement reports directly to the deputy secretary. In addition, the Office of Small and Disadvantaged Business Utilization, Performance Improvement Office and Risk Management Service report to the Office of the Deputy Secretary. As COO, the deputy secretary will manage people from all over the organization, not just those in his or her direct office.  |
| Primary Responsibilities | * Executes the president and secretary’s strategic plan for the agency by dealing with the overall operations, managing the individual departments and integrating mission-support functions with program and policy objectives.
* Works with peers in other agencies, OMB, stakeholders (like local or state governments) and at times Congress.
* Resolves interagency conflict.
* Serves as a key advisor to the secretary on all matters pertaining to the agency.
* Ensures that the agency’s components are delivering their programs and services in an effective and efficient manner with integrity.
* Develops and manages complementary internal management processes that coordinate across programs.
* Represents the secretary in public and private meetings including dealings with the White House, Congress, state governments, trade groups, etc.
* Oversees internal Government Performance and Results Act processes.
* Works closely with the secretary, chief of staff and CXOs.
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| Strategic Goals and Priorities | [Depends on policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Proven ability and experience leading and managing a large and complex enterprise
* Previous experience with federal government enterprise operations
* Understanding of core services, programs and initiatives delivered by the agency’s key departments
* Experience dealing with high-profile stakeholders
* Experience leading through unexpected crisis situations preferred
* Familiarity with the federal budget process preferred
* State-level experience (i.e. governor or state superintendent)
* Higher education & K-12 background (both necessary, not one or the other)
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| Competencies | * Demonstrated ability to resolve conflicts within a large organization
* Comfortable leading and managing in ambiguity, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with coworkers and external stakeholders
* Ability to forge strong Congressional relationships preferred
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| **PAST APPOINTEES** |
| James Cole Jr (January 2016 to 2017) (Acting) – General Counsel of the State Department; board of directors of the NAACP Legal Defense and Educational Fund; board of trustees of Prep for Prep, a New York City-based youth leadership development program |
| John King Jr (January 2014 to March 2016) (Acting) – Principal senior advisor at the department; U.S. Department of Education's Equity and Excellence Commission; board of New Leaders for New Schools; Commissioner of Education for the State of New York |
| James H Shelton (May 2013 to January 2015) – Program director for education at the Bill & Melinda Gates Foundation; McKinsey & Company advisor to CEOs and other executives on issues related to strategy; launched, acquired and operated education-related businesses at Knowledge Universe, Inc. |
| Anthony Wilder Miller (January 2009 to July 2013) – Operating partner with the investment firm Silver Lake Partners; executive vice president of operations at LRN Corporation; partner specializing in growth strategies, operating performance improvement and restructuring for companies at McKinsey & Company |
| Raymond Simon (2005 to 2009) – Chief State School Officer for Arkansas; superintendent of the Conway (Arkansas) School District |
| Eugene Hickok (2003-2005) – Secretary of the Pennsylvania Department of Education; founding Member and Chairman of Education Leaders Council |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)