

# EXECUTIVE DIRECTOR OF SCHOOL OPERATIONS



COLUMBIA, SC

## JOIN US IN OUR PURSUIT

The South Carolina Public Charter School District (SCPCSD) has one mission: to bring high quality, excellent education to the state through the creation and implementation of innovative & results-driven charter schools. We do this by working together as fierce education advocates who are fired up about kids and changing the landscape of education in South Carolina. **The Executive Director of School Operations (EDSO)** is responsible for monitoring and supporting schools in complying with all federal, state and district obligations to ensure all students and families are served equitably by the statewide network of charter schools sponsored by the SCPCSD. This leader will join a team that is committed to ensuring that every student—with an urgent focus on students of color, low income students, students with disabilities, and others long underserved by our state’s education system—receives an excellent and equitable public education. This leader will also ensure that all SCPCSD-sponsored schools receive their available allocations, and the guidance and technical assistance they need in the areas of federal and state programs to deliver on the public charter school promise.

## WHAT YOU’LL DO

- The EDSO will provide strategic vision for and oversight of district-wide efforts related to state and federal program monitoring to ensure schools’ fulfillment of federal and state laws and policies. This will include, but is not limited to: Career and Technology Education; Read-to-Succeed; and services for special populations, including Special Education, Pre-K, English Learners, Homeless and Migrant Services, and Gifted and Talented.
- The EDSO will be a relentless driver of access and equity to ensure the rights of students and families in the areas of student discipline, parent grievance processes and enrollment practices of all SCPCSD authorized charter schools
- The EDSO will report to the Chief of New Schools and Accountability (CNSA), work cross-functionally and contribute to key strategic decisions for the organization. This position is independently responsible for designing and managing the portfolio’s academic services and policies, state and federal compliance systems, technical assistance framework, and monthly data dashboard.
- Assist the CNSA and Superintendent in all facets of the SCPCSD’s development, promotion, and implementation of its mission and goals.
- Lead all core LEA functions, including the special education, academic, and state/federal programs functions and teams.
- Track, interpret and disseminate applicable South Carolina Department of Education (SCDE) guidance for schools and the district.
- Track and report out on critical equity indicators such as enrollment, withdrawals, and discipline by school and subgroup.
- Monitor team budgets and grant management in collaboration with SCPCSD Finance team.

- Support schools' efforts to improve results for all students without inhibiting the autonomy granted to charter schools.
- Collaborate with school leaders in the SCPCD's portfolio of charter schools, parent and community groups, and nonprofit and commercial businesses and philanthropic organizations to develop and leverage partnerships in support of the SCPCSD's students, families, and mission.
- Leverage relationships with the SCPCSD's network of autonomous schools and school leaders to reduce administrative burdens, promote positive academic outcomes, and ensure equitable treatment.
- Represent the District and/or Superintendent at community functions and on commissions, councils and committees, as needed.
- Communicate and collaborate regularly with key personnel throughout the SCPCSD to ensure the proper flow of information.

## WHO YOU ARE

Our ideal candidate will have the following experiences and characteristics:

- A minimum of 5 years of professional work experience characterized by roles which demonstrate a commitment to educational excellence and equity.
- A track record of results, preferably in an urban or rural district, charter management organization, education reform nonprofit, or other publicly funded and legislated environments.
- Experience in education administration at the school building or district level in federal and state programs compliance, academic/instructional policy, school planning and/or student support services, preferably in South Carolina.
- Experience in strategic planning, communicating a vision and goals to others, effectively managing team members, and implementing action plans throughout an organization of highly competent professionals.

Our ideal candidate will have the ability to:

- Facilitate deep learning across autonomous organizations and the ability to coordinate commitments towards the achievement of collective academic priorities.
- Inspire, develop, and challenge team members to achieve breakthrough results individually and through others.
- Manage complex and multi-stakeholder projects within limited budget constraints.
- Build capacity and agency of team members, partners, and communities.

Our ideal candidate will have the following attributes:

- An uncompromising belief in both the capacity of all children to learn and be successful and a deep commitment to the improvement of public education in all communities across the state of South Carolina.
- A deep respect for and commitment to parent and community self-efficacy and decision-making to impact their children's lives.
- Self-driven to work with consistent attention to detail and minimal oversight.
- An ability to organize well with competing tasks and regularly meet strict deadlines.
- Student achievement-oriented mindset, seeing federal and state programs and compliance as drivers of outcomes for students and access and equity across schools.
- A thorough understanding of the autonomous nature of charter schools and a commitment to preserving charter autonomy while supporting charters and holding them accountable for positive student outcomes and legal compliance.

## HOW YOU'LL APPLY

Please submit any inquiries and/or a résumé & cover letter to **Paula Gray, Director of Human Resources**, at [pgray@sccharter.org](mailto:pgray@sccharter.org). **Deadline for application: February 28, 2018.**

The South Carolina Public Charter School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its program & activities.