



## **Public Charter SCHOOL DISTRICT**

### **Support & Implementation Assistant**

#### **Reports to Chief of Support & Implementation**

#### **Job Brief**

The SC Public Charter School District is looking for an energetic and self-motivated professional to step into the role of Support & Implementation (S&I) Assistant at the District office. The employee will be responsible for assisting with the submission and archiving of state and federal reporting, coordination of S&I Team logistics, and working with the Chief and Deputy of S&I on a variety of tasks. Experience working in South Carolina K-12 public education is preferred, but not required. This position is based in Columbia, SC, with travel to school sites around the state and reports to the Chief of Support and Implementation.

#### **Core Functions:**

- Assists the Chief of Support and Implementation and Deputy Superintendent of S&I in compliance oversight aligned with state and federal reporting requirements.
- Assists the S&I Team with administrative activities including but not limited to: mailings, training logistics, requisition requests, professional development tracking, weekly S&I Comms publishing, etc.
- Establishes and maintains an automated and manual filing and archiving system that will categorize S&I team data, memoranda, and correspondence for easy access and retrieval, in alignment with the District's records retention policies.
- Provides coordination and implementation support to the Deputy Superintendent and Chief for S&I Department meetings, initiatives, and activities.

#### **Responsibilities:**

- Supports S&I Team related website content management and updates.
- Manage and update S&I Team contact lists.
- Works collaboratively with district team members to ensure effective planning and implementation of targeted activities.
- Tracks S&I Team monitoring processes and timelines to ensure alignment with district compliance notices.
- Travel as needed to complete District requirements & job duties.
- Performs other duties as assigned by the Chief and Deputy Superintendent of Support & Implementation.

#### **Preferred Skills and Qualifications:**

- High school diploma or Associate's Degree with ability to write and speak clearly; Bachelor's Degree in a related field preferred
- Experience with email, calendar, meeting, and document management.
- Ability to engage with a variety of stakeholders.
- Advanced capabilities with information technology.
- Experience with Microsoft Office and Google Suite preferred.
- Ability to multitask and task switch at a moment's notice.

- Knowledge of functions, organizations, laws, rules, and regulations pertinent to the agency.

**Interested Candidates should provide a resume and cover letter to Jackie Snell, Director of Human Resources, at [jsnell@sccharter.org](mailto:jsnell@sccharter.org).**