



Public Charter SCHOOL DISTRICT

Charter Development Coordinator

Job Brief

The South Carolina Public Charter School District (PCSD) is seeking a highly organized, detail-oriented individual with strong communication skills and excellent writing ability to fill the Charter Development Coordinator role at the District office. This individual will assist with all facets of the authorization of new charter schools and support existing charter schools. This position reports to the Chief of Authorization and Development.

Responsibilities

- Monitor and manage new schools' fulfillment of PCSD's Pre-Opening Conditions in Epicenter
- Respond to inquiries regarding the charter school application and opening process, providing guidance on timelines, PCSD supports, and SCDE resources
- Maintain records of potential applicants and support communication throughout the application cycle, including trainings, deadlines, and required submissions
- Organize and maintain all application cycle documentation received from SCDE (LOIs and application materials)
- Oversee the collection and storage of documents related to the application cycle, charter renewals, and amendments
- Maintain and update historical records, including charters, contracts, approvals, amendments, closures, and transfers
- Plan and coordinate department meetings and events, including scheduling, logistics, materials, and communications
- Support the Authorization Team in key functions, including the application cycle, renewals, and school closures
- Provide School Safety and Emergency Plan support
- Provide resources and follow-up support to applicants and school teams as needed
- Perform other duties as assigned, including attending and presenting at trainings, conducting school site visits, participating in meetings, and travel

School Facilities Oversight

- Oversee school facility activities to ensure compliance with applicable laws, regulations, and policies
- Monitor property acquisitions and facility projects within the OSF portal
- Conduct facility site visits in collaboration with OSF and SCDOT
- Maintain regular communication with schools regarding facility updates, needs, and concerns
- Participate in facility-related meetings and serve as a liaison among schools, OSF, SCDOT, and the Authorization Team to ensure effective coordination and resolution of facility matters

Requirements

- Bachelor's degree required
- Experience in education, project management, or a related field preferred

Skills And Knowledge

- Excellent administrative and communication skills
- Strong problem-solving abilities, with effective oral and written communication
- Experience using and navigating digital platforms
- Initiative in managing responsibilities, improving processes, and supporting cross-functional needs
- Strong time management, organizational, and prioritization skills
- Proficiency in Google Workspace and Microsoft Office, including managing online platforms for document storage and organization

Interested candidates should provide a resume and cover letter to Jackie Snell, Director of Human Resources, at jsnell@sccharter.org.