



Chief of School Leadership and Activities

Job Brief

The South Carolina Public Charter School District (PCSD) is seeking an energetic, self-motivated **Chief of School Leadership and Activities** to support school leaders and strengthen the success of PCSD schools statewide. This position will serve as a key resource to school leaders, helping identify needs, connect schools with resources, foster collaboration, and support the development of strong school programs and extracurricular activities. The Chief will also serve as the **PCSD Athletic Director** and primary liaison with the South Carolina High School League (SCHSL).

This position will be a member of the External Affairs Team and report to the Vice President of External Affairs. The position requires frequent statewide travel, including some evenings and weekends.

Responsibilities

- Build strong, collaborative relationships with PCSD school leaders, athletic directors and activity leaders, serving as a trusted resource and advocate for schools.
- Regularly visit PCSD schools statewide and meet with leaders to understand needs, identify challenges and connect schools with appropriate support and resources.
- Help school leaders effectively communicate needs to PCSD and external partners, including the South Carolina Department of Education, Office of School Facilities (OSF), USDA Office of Rural Development and other organizations.
- Foster collegiality and collaboration among PCSD school leaders and identify opportunities for schools to share best practices and resources.
- Monitor and communicate SCHSL policies, procedures and requirements to PCSD schools and work to develop a collective PCSD voice on issues affecting member schools.
- Support schools in developing and strengthening extracurricular programs, including SCHSL-governed athletics, eligibility and hardship matters, emergency action plans and appropriate internal controls.

- Assist schools with facility needs related to academics, athletics and extracurricular activities, including new facilities, renovations, leasing and OSF plan reviews and submissions.
- Help schools identify and pursue appropriate funding and community resources, including USDA Office of Rural Development opportunities.
- Attend a variety of PCSD school games, contests, performances and school events to remain connected to schools and their communities.
- Build relationships with chambers of commerce, civic organizations and community partners while promoting awareness of PCSD and the unique opportunities provided by public charter schools.
- Gather feedback from schools and continuously identify ways PCSD can better support school leaders and students.

Preferred Skills and Qualifications

- Bachelor's degree with strong organizational, communication and relationship-building skills.
- Demonstrated ability to proactively engage and build trust with a diverse range of stakeholders.
- Experience in school leadership, education administration, student activities, athletics or a related field preferred.
- Strong understanding of school operations, leadership challenges and the needs of public charter schools.
- Ability to manage multiple priorities independently, exercise sound judgment and solve problems collaboratively.
- Excellent written, verbal and interpersonal communication skills.
- Willingness and ability to travel extensively throughout South Carolina, including occasional evenings and weekends.
- Commitment to the PCSD mission and a student-centered, **Kids First** approach.

Interested Candidates should contact:

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