Public Charter
SCHOOL DISTRICT

Federal Programs Manager

Reports to the Director of Federal Programs

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Federal Programs Manager to serve the PCSD and its schools. The incumbent will be responsible for supporting the management and compliance of federal and state grants overseen by the district. The employee must demonstrate knowledge in supporting a wide range of grant related activities focused on school and district compliance, program implementation, and aligning funding resources to improve student impact. This position is Columbia based in our PCSD office. The employee will be under the School Support & Implementation team and report to the Director of Federal Programs.

4 Core Functions

- Manages and implements technical assistance and professional development for portfolio schools to support and differentiate assistance by school performance, maturation, and operational health.
- Manages the grant application process and program compliance for assigned grants throughout the life of the grant, including collaborating with schools and district personnel to prepare and review budget applications, submit amendments, and monitoring district and school level claiming criteria.
- Manages the archiving of policies, procedures, and related records to ensure compliance with federal and state requirements and established document retention standards.
- Assists Director of Federal Programs with program-related inquiries, tasks, and reporting.

Requirements

- Manages and sustains Federal Programs resources and support systems, including the Federal Programs website and school shared folders, to ensure accurate information, consistent implementation, and effective access to program guidance and resources for schools.
- Manages federal program and fiscal requirements in accordance with the Elementary and Secondary Education Act (ESEA), including but not limited to state reporting and recordkeeping, district set-aside activities, self-monitoring processes, audit preparation, implementing appropriate Federal inventory

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catalog and records procedures, and ensuring the consideration and implementation of quality authorizing standards.
- Attends and implements job-embedded professional development to support professional knowledge, skills, and effectiveness.
- Travel as needed to complete District requirements and job duties.
- Assists the Director of Federal Programs with program data analysis and dissection as needed.

Preferred Skills & Qualifications

- Bachelor's degree; preferred in education or a related field.
- Proven experience with federal and state grant compliance and implementation.
- Committed to building great schools for the children of South Carolina.
- Working knowledge of school operations, organization, and administration in South Carolina public education.
- Proven experience with accuracy, attention to detail, and timelines.
- Knowledge in data analysis and data driven decision making to improve student outcomes.
- Proven experience with coaching and/or mentoring of staff to develop skills and increase capacity.
- Customer service approach to supporting stakeholders.
- Excellent oral and written communication skills, time management skills, and the ability to prioritize work.
- Competency in MS Office and Google.
- Experience in mandated grant systems in South Carolina to include but not limited to GEMS, GAPS.

To apply, please submit a letter of intent and resume to Jackie Snell, Director of Human Resources, at jsnell@sccharter.org by November 30, 2026. We are an equal opportunity employer and welcome all qualified applicants to apply.