



**Job Title:** Coordinator of GIS

**Supervisor:** Executive Director – Capital Projects

**Terms of Employment:** 246 days

**Job Summary:**

This professional position performs tasks including, but not limited to, the following: collecting, organizing, evaluating, and reporting demographic and planning data utilizing tools developed in the district's Geographical Information System platform. This position will develop and maintain student enrollment forecasts, attendance areas, potential realignments, facility usage data, records and documents related to school facilities, school property, county residential development data, and any planning activities related to growth and development. This position requires exceptional verbal and written communication skills, the ability to digest, analyze, and translate complex technical information for a variety of audiences.

**Essential Duties:**

1. Develops and maintains the district's Geographical Information System including data management, map creation and dissemination, attendance area management, online applications, and other related activities as needed.
2. Plans, develops, oversees and manages broad research relating to demographics, growth and planning, and transportation to help assess the impacts across the District and other District departments.
3. Develop and maintain a School Planning and Indoor GIS application system.
4. Prepares student enrollment forecasts, demographic reports, attendance area analysis, school capacity usage, and other reporting needs. Obtain all needed research and data and assist with developing recommendations.
5. Assists with locating and vetting potential property acquisitions for new facility needs, disposition activities of potential surplus property, and analysis and guidance on re-development activities.
6. Assists with maintaining the records of district owned property.
7. Communicates with internal and external agencies, including local planning agencies, as necessary to obtain data and information critical to the district's needs; provides technical and advisory services to municipal, county, and school district staff as required.

**Other Duties:**



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Perform such other tasks and assume such other responsibilities as assigned.

**Job Specifications:**

The performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Professional Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Bachelor's degree in Geographic Information Systems, Urban and Regional Planning, Demography and Population Studies, or a related field. Bachelor's degree is preferred but not required. An equivalent combination of education and experience will be considered.
2. Experience creating maps, spatial analysis, GIS applications, and site location and viability analysis.
3. Currently have or ability to obtain within a reasonable time frame the Geographical Information Systems Professional Certification (GISP).
4. High computer literacy and proficiency with ESRI products and extensions, SQL Server, Python, GIS Application Development and Skills, Microsoft Excel, Word, Access, and other software and computer applications related to job functions.
5. Minimum five years of experience with local or regional government, public education, or educational planning; or an equivalent combination of education and experience.
6. Such alternatives to the above as the Board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.



- Ability to read a computer screen and printed material with or without vision aids.
- Ability to hear and understand speech at normal levels and on the telephone; and
- Ability to speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

**Pay Grade: 210**

Please click [here](#) for salary scales.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.*

*Revised 1-7-2026*