



Job Title: Chief Operations Officer

Supervisor: Superintendent

Terms of Employment: 246 Days

Job Summary:

To administer all support services within the District in such a manner as to provide the best possible services. Support services include, but are not limited to, the areas of Maintenance, Inventory, Building Services, Capital Projects, Transportation, Integrated Support Services, and Nutrition Services.

Essential Duties

1. Assess school district needs by conferring with staff and community members and plan accordingly across all support service areas.
2. Lead fiscal and long-range planning across all support service areas.
3. Serve on the Superintendent's Cabinet.
4. Supervise direct reports including Support Services Division's Directors, and Executive Directors and evaluate their performance yearly.
5. Provide assistance and support to school principals relative to school support services.
6. Maintain adequate budgetary controls to ensure the wise and appropriate expenditure of funds in regard to all support services.
7. Provide assistance and support to District administrative personnel and Board of Education relative to district-wide support services operations.
8. Enhance professional growth through attendance and participation in seminars and conferences at the local, state, regional and national level.

Other Duties

Will also perform such other duties and assume such other responsibilities as may be assigned by the Superintendent.

Job Specifications

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.



Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Master's Degree in Education, Educational Leadership, Business Administration, or comparable area from an accredited college or university.
2. SC Administrator/Principal Certification preferred.
3. Minimum of five years' experience in an administrative role as a principal or as a district-level administrator with supervisory responsibilities.
4. Such alternatives to the above qualifications 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;
- 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;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- 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.

Pay Grade: 312

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
6/17/2025