



Job Title: Chief of Staff

Supervisor: Superintendent

Terms of Employment: 246 days

Job Summary:

As a member of the senior cabinet leadership team reporting directly to the Superintendent, the Chief of Staff serves as a key strategic advisor and operational leader, ensuring the effective coordination of priorities across the District's major functional areas. This role supports the Superintendent by aligning initiatives, managing complex projects, and ensuring that the work of the Superintendent's Cabinet is executed with clarity, urgency, and fidelity to the District's strategic goals.

The Chief of Staff provides executive leadership in working in collaboration with legal to update District policy, including the development, updating, communication, and monitoring of Board policies to ensure compliance, transparency, and effective implementation across the organization. Additionally, this role provides strategic oversight of the District's charter school portfolio, including authorization, performance monitoring, and accountability, ensuring alignment with state requirements and the District's expectations for high-quality student outcomes.

The Chief of Staff also oversees the planning and coordination of Board of Education visits to schools and District facilities, ensuring these engagements are structured, aligned to strategic priorities, and provide meaningful insight into instruction, operations, and the student experience.

Serving as a key problem solver and liaison, the Chief of Staff leads special projects, facilitates cross-departmental collaboration, and ensures that issues requiring the Superintendent's attention are addressed effectively. This role represents the Superintendent and the District in interactions with the Board, staff, community stakeholders, and governmental agencies, ensuring clear communication, strong relationships, and a responsive Superintendent's Office.

Essential Duties

- Oversees Accountability, Career and Technical Education, and Multi-Tiered System of Support.
- Provides a broad range of assistance and information for the Superintendent.
- Provides strategic oversight of District policy by ensuring timely updates, clear communication to stakeholders, and consistent monitoring for compliance and impact.
- Manages special assignments on a short-term basis and provides effective intervention in complex situations.
- Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively bring resolution.
- Serves as a member of the Superintendent's executive cabinet, coordinates agendas, facilitates meetings and ensures that follow-up actions are completed.
- Provides leadership and support to the Superintendent's direct reports to ensure that the District's strategic goals and objectives are met and that projects are carried out in a timely manner.



- Analyzes, interprets, and provides recommendations to the Superintendent concerning District issues and other matters.
- Audits the District's functional areas to ensure that each supports its mission and responsibilities to the public with the highest possible quality.
- Develops, recommends and implements solutions to District-wide issues, both internal and external with the assistance of the Superintendent and Senior Staff.
- Ensures senior staff comply with policies, regulations, laws and programs affecting school District operations.
- Assesses and manages sensitive issues that arise in the rapidly changing environment of the Superintendent's Office where improper handling could have severe consequences for the school District.
- Oversee all aspects of the District's charter school portfolio, including application review and authorization, contract development and renewal, performance monitoring, and accountability measures, ensuring compliance with state law and alignment with District goals for student achievement.
- Develops and implements procedures for evaluating program effectiveness and ensuring quality control.
- Represents the Superintendent in an official capacity as required.
- Performs other duties as assigned by appropriate administrator complying with lawful directives that may be driven by the need for a team effort
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Oversee and coordinate Board of Education school and facility visits, ensuring structured, high-quality engagement opportunities that deepen Board understanding of District operations, instruction, and student experience.
- Performs other duties as assigned by an appropriate administrator or their representative.

Other Duties

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

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)

- Master's degree in Educational Leadership, Public Policy, Business Administration or related field required.
- Valid driver's license and availability of private transportation, or the availability to get to off-site meetings.
- 5 years of progressively responsible administrative and supervisory experience in public education sufficient to successfully perform the essential duties of the job.
- Ability to manage and complete projects with attention to detail, demonstrating strong organizational skills.
- Ability to balance the big picture with detailed steps to reach the end goal.
- Ability to balance multiple projects under tight deadlines.
- Ability to actively listen to others, build consensus and resolve conflicts.
- Ability to skillfully navigate existing political structures/systems.

- Ability to motivate, inspire and move others into action to achieve assigned goals.
- Knowledge of laws regarding public meetings and records.
- Knowledge of the Board of Education's interaction with staff to achieve short and long-term District goals.
- Ability to build and maintain strong relationships.
- Ability to work successfully independently or with a team.
- Ability to coach, coordinate, and lead teams.
- Ability to tailor a message for a specific audience, with appropriate context, and mode of communication
- Ability to establish clear expectations, deliverables and deadlines.
- Ability to set clear agendas and facilitate effective meetings.

Physical Requirements

The physical demands identified below 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 walk, sit, stand, and reach with hands and arms, stoop or kneel, and crouch.

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.

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.