



Midlands STEM Charter School
112 Crane Street
Winnsboro, SC 29180

About Us:

Midlands STEM Charter School (MSCS) is a tuition-free, 4K-12 public charter school in the heart of Winnsboro, SC. MSCS expects to move into a brand-new building for the 2024-2025 school year. Construction is underway. We enrolled 250 students for the 2023-2024 school year and plan to grow to 400 students in the next two years. Our shared leadership model encourages all faculty and staff to have ownership in the decision-making and systems management of the school. We have created a dynamic, family-oriented, culture where all are appreciated and accountable for the overall success of the school. Individuals wanting to apply should be flexible and creative, as we look to expose our scholars to innovative, cross-curricular learning experiences and create avenues for self-expression through core and elective subjects. We offer PEBA health benefit packages and matching 403b retirement plan.

Job Title

Chief Executive Officer (CEO)

Job Summary

This position is a 12 month in person position. Days 240

The CEO will work collaboratively with the Board, faculty, office staff, and support staff to manage Midlands STEM Charter School (MSCS) in a manner that supports and guides the school's mission. The CEO will communicate effectively with the Board and provide in a timely and accurate manner all information necessary for the Board to function properly and to make informed decisions. The position is a full-time, in-person, exempt position.

Essential functions of the job include but are not limited to the following:

- Supervise and manage the business operations of the school. Supervise school administrative staff. Monitor school finances and approve expenditures.
- Work with the school principal to continue the implementation of a rigorous STEM curriculum.
- Actively participate in the school budgeting process.
- Establish and maintain employment and administrative policies and procedures for all functions and for the day-to-day operation of MSCS.
- Lead the hiring process for all teachers and support staff in conjunction with the principal.
- Review and approve contracts for teachers and services.
- Participate actively in strategic planning and implementation.
- Establish and maintain relationships with various stakeholders and organizations throughout the community (internal and external).
- Ensure compliance with charter agreement with the Charter Institute at Erskine.
- Attend meetings of the MSCS Board of Directors, and work collaboratively with the Board to develop policy and inform decision-making.

- Oversee fundraising, community relations, marketing and other communication within and outside the community.
- Conduct faculty and staff evaluations and address personnel matters in conjunction with the principal.
- Address concerns of parents and community members in conjunction with the principal.

Professional Skills and Qualifications include, but are not limited to the following:

- Master's Degree or above.
- A minimum of three years leadership experience.
- Basic knowledge of federal and state funding of schools.
- Familiarity with applicable laws pertaining to South Carolina public charter schools.
- Familiarity with IDEA and processes pertaining to special needs students.
- Familiarity with Individual Education Plans (IEP) and 504 plans.
- Proficient understanding of and experience with financial sustainability and budget development.
- Recognized human resource skills and capacity to work collaboratively.
- Proven capacity to manage thoughtfully and effectively, to delegate wisely and to interact with the faculty, board, and parent body to build a community based on trust and transparency.
- Excellent communication skills, an ability to build authentic relationships that are both personable and professional.
- Ability to work to build relationships and assume a leadership role in the greater Fairfield County area.
- Ability to ground and implement the school's vision at an operational level.
- Ability to manage and resolve conflicts effectively.
- An understanding of the South Carolina State Academic Standards and their implementation.
- Ability to work with teachers and administrators to develop and maintain an effective STEM curriculum.
- Ability to manage the development and maintenance of the facilities and property.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.

Personal Attributes

- Inspire the trust and support of the community.
- To clearly communicate the mission and vision of MSCS.
- Ability to both lead and collaborate, keeping the mission and vision of the school first and foremost.
- Caring and interested in the lives of others, modeling the emotional sensitivity and love of learning that is the mission of the school.
- Innovative and flexible, with a willingness to problem-solve creatively.
- Ability to meet the challenges of a multi-faceted job.
- Positive attitude.

Compensation

Compensation is commensurate with experience and qualifications.

Benefits

PEBA Health

Retirement matching 403b

Flexible Summer Hours

Paid time off

To apply, please complete the application at the link below and submit the following application materials to kthomas@midlandsstem.org:

- Cover Letter
- Resume or curriculum vitae
- South Carolina Professional Teaching Certificate, if applicable

Upon receipt of the application, a phone interview may be scheduled with a board member to further discuss the position and applicant. This will be followed by the scheduling of a first-round interview with the board's Hiring Committee. Successful candidates will proceed to an on-site visit of the school, which includes a meeting with the faculty, and formal interviews with the full board.

This institution is an equal opportunity provider. Midlands STEM Charter School does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.