



CHIEF OF STAFF

JOB POSTING

ROLE: CHIEF OF STAFF

LOCATION: CHARTER INSTITUTE AT ERSKINE

REPORTS TO: DIRECTOR

SALARY RANGE: \$100,000 - \$130,000

FLSA STATUS: EXEMPT

GENERAL STATEMENT OF JOB

The Charter Institute at Erskine has experienced a sustained period of rapid organizational growth since the organization's inception in 2018. The Institute is searching for a highly qualified Chief of Staff to work closely with Institute Leadership to manage the operations of this large, statewide school district.

Under the direction of the Superintendent and Director, The Chief of Staff will directly oversee and support the Authorization, Federal Programs, Finance, and Student Services Departments. The Chief of Staff will assist and communicate with Leadership in decision-making, program management, and initiative implementation. The Chief of Staff will work with member schools to quantify local needs and develop systems to ensure the Institute is both efficient and effective in its efforts to service those needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CHIEF OF STAFF

- **Duties and Responsibilities**
 - Improve current processes and coordinate organizational procedures for optimized efficiency and productivity.
 - Review, design, and execute improvements to the organization's structure, identifying knowledge and skill gaps.
 - Assist and communicate with executives in decision-making, program management, and initiative implementation.
 - Serve as a liaison between the staff and Leadership regarding the company climate, employee well-being, project updates, proposals, and planning.
 - Assist the human resources department with new hires, including documentation and onboarding.



- Ensures the processes implemented are positively impacting member schools and their students.
 - Oversee all daily operations through collaboration with Leadership and department heads, performing an array of administrative tasks from managing calendars, generating correspondence, and maintaining Dropbox.
 - Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define and develop new operational strategies.
 - Work with the Superintendent and Director on special projects.
 - Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assist with the preparation and dissemination of Institute communications.
- **Professional Duties and Responsibilities**
 - Works in the best interest of the Institute and puts the mission of the Institute and its schools as a top priority.
 - Willing to serve member schools and students of South Carolina.
 - Commits to the learning and use of new software and technology.
 - Regularly tracks and logs the process of on-going projects.
 - Participates in staff meetings, trainings, conferences, and professional development sessions.
 - Communicates effectively with colleagues and supervisors on a regular basis.
 - Maintains confidentiality as required by the Institute and the law.
 - Ability to travel within the State of South Carolina to conduct school visits.
 - Other duties as assigned.

KEY BEHAVIORAL COMPETENCIES AND QUALIFICATIONS

- **Interpersonal Communication:**

Requires the ability of speaking and/or signaling people to convey or exchange information.
- **Language Ability:**

Requires the ability to speak before audience with poise, voice control and confidence.
- **Verbal Aptitude:**

Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.



- **Interpersonal Temperament:**

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

BACKGROUND, EXPERIENCE AND EDUCATION

- Master's degree required.
- Proven experience organizing and directing multiple teams and departments.
- Excellent communicator in written and verbal form.
- Extremely versatile and dedicated to efficient productivity.
- Experience planning and leading strategic initiatives preferred.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook.
- Ability and availability to travel within the state frequently.
- High degree of flexibility.
- Ability to thrive in a fast-paced work environment.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.