



FOUNDING SCHOOL LEADER - PALMETTO EXCEL ADULT HIGH SCHOOL

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JOB TITLE: School Director, Excel School

REPORTS TO: Chief Mission & Marketing Officer

DIVISION: Mission

FLSA Exempt

Summary

The School Director (“Director”) is responsible for leadership of Palmetto Excel’s Adult High School. The Director is the school’s instructional leader, ensuring high-quality teaching and curriculum—aligned with South Carolina’s graduation standards--and the achievement of the charter’s goals, including closing achievement gaps and ensuring 100% of eligible students graduate annually. The Director provides a hands-on and data-driven leadership approach in the directing, planning, and managing of daily operations at the school site. The Director will lead the hiring of teachers and staff and ensure all pre-opening and ongoing conditions are met. Working closely with the Chief of Mission and Marketing, the Director will take the lead in student and staff recruitment and school marketing and engagement, ensuring enrollment targets are exceeded. The Director will work with the Chief of Mission and Marketing and key Goodwill divisions (e.g., Finance, Marketing, IT, Legal, HR) in carrying out the daily operations and success of the school. The Director will engage with all team members in meeting the educational objectives of the school and building and supporting a school culture that prioritizes strong relationships, high expectations and standards, and relevance to real-world careers and opportunities. The Director will help to cultivate partnerships in support of the school, including workforce certification opportunities and career pathways.

Essential Duties and Responsibilities

- Demonstrates Palmetto Goodwill's Amazing Customer Experience (ACE) Culture, I-CARE Values, Mission and Vision in all actions.
- Fosters and promotes a culture of high achievement with a focus on inclusivity of thoughts, ideas, and people and an environment of collaboration and support where creativity, innovation, and excellence are encouraged for students, co-workers, partners, stakeholders and customers.
- Supervises and maintains a high performing and motivated facility-based leadership team responsible for managing the following school functions: Instruction, Special Education, Academic Success Coaching, College and Career Readiness programming, and Office operations.
- Leads, creates, and implements, in collaboration with the Lead Teacher, plans and schedules for all assessments (internal and external state mandated), and ensures organized data tracking, analysis, and adjustment.
- Manages, in collaboration with the Chief of Mission and Marketing, student recruitment and enrollment processes and cycles from pre-opening to post-launch (aligned to 8-week terms). Understands the impact of enrollment and focuses on creating strong pipelines for student retention through intentional strategies.
- Leads with a data driven mindset and is responsible for directing the development of high quality internal and external data performance reports that address school performance. Creates a data analysis culture that focuses on gap analysis, accountability and improvement, and innovative solutions.
- Directs the implementation of high quality and values- and goals-driven performance evaluations for all staff at the school. Directly evaluates and provides coaching to site-based leadership team.
- Develops clear and concise strategies, goals, and objectives for the school, in line with key gaps and needs, manages and monitors the implementation of goals and strategies on an ongoing basis and communicates status of achievement to all relevant stakeholders in a timely fashion.
- Provides oversight of policy and procedures implementation related to daily school activities and ensures all policies are followed and adhered to by all staff.
- Provides quality assurance oversight to all programming at the school to ensure compliance with the South Carolina Public Charter School District, the South Carolina

Department of Education, and any other requirements set forth by funding and supportive agencies and entities.

- Directs the creation and implementation of a professional development plan for staff. Ensures timely and effective PD throughout the school year to enhance the skills of teachers and staff and to strengthen the impact of staff's efforts on student achievement. All PD is aligned with school and staff goals and delivered on a supportive and strategic schedule.
- Implements and evaluates new partnerships to support the school in response to changes in student and community needs, local job market demands, achievement results, and/or South Carolina standards.
- Leads with a student first mindset and a focus on creating a positive school culture for all students, staff, and community members.
- Represents the school, as appropriate, in community planning and school leader meetings with external organizations.
- Works with both the site-based leadership and the Palmetto Goodwill team to ensure appropriate, safe, and secure building management coverage for the Excel Center's hours of operation.
- Oversees and manages drop-in care for young children, including vendor management as needed.
- Regularly presents school data—in alignment with school goals—to key stakeholders and leadership staff and presents adjustments and solutions in response to the data.
- Works directly with the Chief of Mission and Marketing and Palmetto Goodwill finance staff to manage fiscal accountability for the school and related processes, timelines, state requirements, and financial controls.
- Conduct research on current and prospective community partners and share with CEO, CMMO and Community Relations.
- Responsible for completing other duties/responsibilities as assigned.

Qualifications

- Proven track record and experience developing, coaching, and managing direct reports that include teachers and other school staff and building high performing teams.

- Proven track record meeting and/or exceeding goals and persevering to achieve desired results.
- Knowledge of and experience with the processes/components needed to effectively manage a school from all key areas: Instruction, Special Education, Coaching, College and Career Readiness, Operations, Data, and Enrollment.
- Has the ability to develop and communicate processes in efficient workflows and understands how the key areas of a school connect and support each other.
- Strong working knowledge and experience of high quality curriculum and instruction. Has the ability to evaluate instructional programming and teaching effectiveness and to create and drive a culture of feedback that leads to improvement in practice and outcomes.
- Strong communicator at a variety of levels. Demonstrates effective written and verbal presentation skills to a wide variety of audiences.
- Excellent planning and organizing skills; extremely careful attention to detail and follow-through.
- Strong analytical and problem-solving skills; ability to analyze data for informed decision making and both create and implement course corrections that align to the school's needs and stay in tune with the school's philosophy.
- Strong understanding of Palmetto Excel's students and their needs, assets, and potential—and how this informs the school's student-centric approach. Relentless belief in the potential of every Palmetto Excel student.
- Excellent interpersonal skills. Ability to interact with all levels of management, staff and students and participates effectively as a team player in internal and external projects.
- Thrives in a fast-paced, entrepreneurial environment; flexible, able to work autonomously, as well as take direction as needed.

Education and Experience

- Bachelor's degree in relevant field (*required*)
- At least 2 years of experience in management or leadership roles (*required*)
- Demonstrated impact on student achievement (*required*)
- Instructional expertise at the high school level (*required*)
- Demonstrated commitment to community partnerships (*required*)

- At least one year of K-12 school leadership (i.e. Grade Level Lead, Dean of Students, Instructional Coach, Dean of Academics, Assistant Principal, Principal, etc.) experience (*preferred*)
- At least one year of experience with adult learning (*preferred*)

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color, vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work is normally performed in an office environment. The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

I have read and received a copy of this Job Description. I am able to perform the essential functions of this position with or without reasonable accommodations.

Job Type: Full-time

Pay: \$90,000-120,000 per year

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Health savings account
- Life insurance

- Paid time off
- Professional development assistance
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Charleston, SC 29406: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location