



School Director Job Description and Expectations

Job Profile Summary

The School Director (“Director”) serves as the instructional, operational, and growth leader of Ethos Academy Richland. The Director is accountable to and receives direction from the Board of Directors (“Board”) and the contracted Education Management Organization, Tutelage School Solutions (“TSS”). In addition, the Director leads and works collaboratively with the school team. The Director will manage the school in accordance with federal/state law, administrative rules, and Board policy.

Location: On-site; Columbia, SC

Travel Required: 3 to 5 times per quarter with occasional overnight stays.

Responsibilities

Staff and Facilities

- Lead the strategic direction of the team, students, and families, motivating them to action and fostering a culture of positive reinforcement and respect.
- Share expertise with team members and participate in ongoing education to build the collective skill set of school personnel.
- In partnership with TSS, manage the full employee lifecycle—including recruitment, hiring, orientation, and performance evaluations.
- Provide regular guidance, productive feedback, and formal counseling to team members to ensure they meet performance obligations and growth targets.
- Day to day financial oversight in partnership with the Board and TSS, including monitoring budget performance, aligning staffing and enrollment to revenue, and ensuring responsible use of school funds.
- Implement Board policies and ensure all staff adhere to the Employee Handbook.
- Oversight of school facilities, including coordination of building operations, maintenance, space utilization, and long-term facility planning aligned to growth and enrollment needs.
- Direct and coordinate comprehensive school safety, emergency preparedness, and crisis-response efforts including health, security, and operational disruptions—while serving as the primary liaison with local agencies such as DHEC, the sheriff’s department, and other emergency partners.
- Oversee vendor and contracted service management including cleaning, food service, transportation, and technology to ensure high-quality, cost-effective operational performance.

Academics and Compliance

- Proficiently present the school's curriculum and philosophy while translating academic standards and state requirements into actionable instructional strategies.
- Maintain and inspire high academic standards across the team and student body.
- Consult weekly with Instructional Coaches to assess feedback, resolve issues, and implement recommendations for improvement.
- Lead all authorizer and state compliance functions, including required reporting, audits, training, site visits, corrective action processes, and timely responses to regulatory requirements.

Enrollment

- In collaboration with the TSS, develop and implement strategic recruitment, marketing, and communication plans to reach targeted audiences.
- Oversee student recruitment and retention, admissions, and lottery procedures to achieve year-over-year growth targets set by the charter and budget.
- Actively promote the school's value through public speaking and public relations within the community and surrounding areas.
- Build and sustain strong relationships with families, community partners, local organizations, and civic leaders while serving as the school's primary public-facing representative and ambassador.
- Plan and execute enrollment events to showcase curriculum and school culture.

Board Relations

- Provide constructive input and suggestions to the Board and TSS regarding school operations and personnel measures, including disciplinary actions.
- Earn the respect of the Board and staff by leading by example and demonstrating servant leadership.
- In addition to attending regularly scheduled and special Board meetings as required, provide a weekly report to the Board highlighting academic accomplishments, enrollment/retention numbers, budgetary updates and opportunities for improvement.
- Perform other job-related duties as assigned.

This job description includes a general representation of job requirements rather than a comprehensive inventory of all required responsibilities or work activities. The contents of this document or related job requirements may change at any time with or without notice.

Education/Experience Requirements

The successful candidate will have at least five years of school administration experience and a bachelor's degree. A master's or higher is preferred. In addition, preferred candidates will possess marketing experience, school startup experience, administration certification, comparable professional credentials, and direct work experience in a school setting.

Compensation

A competitive salary based on the local school district's salary schedule and depending upon experience, bonus eligibility, PEBA healthcare and a private 401k retirement plan.