

Assessment & Operations Specialist

Richland One Middle College
Columbia, South Carolina

Position Summary

The Assessment & Operations Specialist supports the academic, logistical, and operational functions of Richland One Middle College, a small, dual-enrollment charter high school located on the campus of Midlands Technical College. This role ensures smooth day-to-day operations, manages key school systems, and provides critical support in testing, technology, logistics, and compliance. The specialist collaborates with school leadership, faculty, staff, students, district partners, and external agencies to maintain efficient, student-centered operations.

Key Responsibilities

Assessment & Academic Support

- Coordinate all state, district, and school-level testing, including scheduling, preparation, materials management, secure testing protocols, communication, and reporting.
- Manage student and teacher survey administration and data collection.
- Support AIP (Academic Improvement Plan) processes and serve as AIP Team Leader.
- Oversee Attendance Recovery coordination, including communication with students, documentation, and reporting.

Operations & Logistics

- Manage logistics for schoolwide events, activities, and programs, including scheduling, setup, and coordination with internal and external stakeholders.
- Support operations related to transportation, facilities access, and procedural efficiency.
- Serve as the point of contact for the Local Education Agent functions as required.

Human Resources & Staff Support

- Assist with updates and distribution of the Faculty/Staff Handbook.
- Coordinate substitute teacher assignments, scheduling, and onboarding.
- Manage Faculty/Staff Parking Permits issuance and records.

Technology & Communications

- Oversee technology distribution, troubleshooting, and support for students and staff.
- Serve as Website Manager, ensuring timely, accurate updates and communication.

Security & Asset Management

- Manage school keys, including distribution, documentation, and security protocols.
- Maintain accurate records of inventory and check-in/out processes for school-issued materials.

Student Support & Schoolwide Programs

- Manages the school's Multi-tiered System of Support to include attendance tracking
 - Coordinate fundraising activities, including approvals, documentation, tracking, and compliance.
 - Provide general operational support to school leadership as needed.
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Qualifications

Required

- Education: A Master's degree in Educational Leadership or Administration or related field
- Skills: Strong conflict resolution, communication, organizational, and leadership abilities are essential.
- Experience in K-12 or higher education operations, testing coordination, or school administration.
- Strong organizational, communication, and technology skills.
- Ability to manage multiple tasks, confidential information, and time-sensitive responsibilities.

Preferred

- Certification: A valid state-issued administrative certificate or license.
 - Experience with PowerSchool, state testing platforms, or school operations systems.
 - Experience working in a charter school or small school setting.
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Key Competencies

- Detail-oriented and highly organized
- Strong interpersonal and communication skills
- Problem-solving and adaptability
- Technology proficiency
- Ability to work independently and collaboratively
- Commitment to student success and school mission