

PLEASE POST

POSTING DATE

September 17, 2025

APPLICATION DEADLINE

****Until Filled****



2025-2026 VACANCY ANNOUNCEMENT

Position Title: Coordinator of Professional Staff
Location: Office of Human Resources - District Office
Salary/Pay Scale/Days: Administrative Pay Scale / Grade 34 / 240 Days / 8 hours per day

Requirements:

Must hold a Master's degree and be certified by the South Carolina Department of Education in their area of primary responsibility or be eligible for a certification permit in the area and meet annual permit renewal requirements toward adding the certification field in full. Three years of experience in human resources, particularly in recruitment, employee relations, or staff management in an educational setting. May require a valid state driver's license.

Description:

This position is responsible for assisting the Office of Human Resources in carrying out district personnel activities, policies, and procedures related to recruitment and retention for certified staff. Supervises and evaluates the work of subordinate support staff and performs related professional and administrative work as required. This position is under limited supervision.

External Applicants:

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, complete an External Application and indicate the vacancy for which you are applying. If you have previously submitted an application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references no more than one-year old are required online. One (1) must be from your current or most recent supervisor.

Internal Applicants:

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, submit an Internal Application and indicate the vacancy for which you are applying. If you have previously submitted an internal application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references no more than one-year old are required online. One (1) must be from your current or most recent supervisor.

****This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.**

AN EQUAL OPPORTUNITY EMPLOYER

Dr. Tamara D. Turner, Chief Human Resources Officer