JOB DESCRIPTION

Senior Chief Human Resources Officer

DEPARTMENT: Human Resources	**SCHEDULE:** 134
REPORTS TO: Superintendent	**WORKDAYS:** 245
CLASSIFICATION: Classified	**FLSA STATUS:** Exempt
PCS CODE: 48	**DATE:** September 2026

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement, and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under limited supervision, the Senior Chief Human Resources Officer provides executive leadership to develop a system-wide human capital strategy that supports the District's mission and strategic priorities. Leads a comprehensive talent management system spanning recruitment, onboarding, development, retention, and succession planning to ensure a high-performing workforce aligned to District goals. Oversees all human resources (HR) services including staffing, educator certification, employee performance evaluations, employee relations, salary administration, benefits, legal compliance, and Human Resources Information Systems (HRIS). Serves as a member of the Superintendent's Senior Leadership Team.

MINIMUM REQUIREMENTS

Education:
A bachelor's degree in human resources, business management, education administration, or a related field is required. A master's degree is preferred.

Certification/License:
Professional human resources certifications such as eHCLE, SHRM-SCP, SPHR, or comparable credentials are preferred.
Must possess a valid South Carolina driver's license or government-issued ID.

Work Experience:
Seven (7) to ten (10) years of supervisory and administrative leadership experience in human resources, employee relations, or a related field, including supervision of professional staff. Direct communication, collaboration, and partnership with executive leadership, a Board of Education or other comparable governing body, government officials, and internal and external stakeholders. Experience leading complex organizational change and strategic initiatives, including developing, monitoring, and evaluating programs using data and key performance indicators (KPIs); or an appropriate combination of education and experience that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced management, organizational, human relations, communications, and interpersonal skills.
- Advanced knowledge of human capital strategy, workforce planning, and organizational development in a complex organization.
- Advanced knowledge of applicable federal and state laws, South Carolina Department of Education (SCDOE) regulations, and Board policies applicable to employment services.
- Knowledge of data analysis, performance measurement, and the use of key performance indicators (KPIs) to drive decision-making and continuous improvement.
- Knowledge of the public education environment, including current issues, trends, and future state planning.
- Advanced skills in organizational development, long-range planning, project management, and implementation of District-wide initiatives.
- Effective written and verbal communication skills. Ability to effectively convey complex information to diverse audiences, including school personnel, District staff, Board members, and external entities in oral and written form.
- Demonstrated skills in building consensus, resolving conflict, and leading change in a diverse school district.
- Proficient in Enterprise Resource Planning (ERP) and HRIS systems. Skilled in leveraging technology and systems to improve efficiency and service delivery.
- Proven ability to lead, mentor, and develop leaders and teams; ability to promote a shared vision for high-quality human resources services across multiple functional areas that align with District goals and build strong relationships with internal and external stakeholders.
- Proficiency in human resources management within employment-related legal frameworks; the ability to partner effectively with legal counsel to ensure compliance and mitigate organizational risk.
- Ability to work effectively with internal and external stakeholders from varied backgrounds, including persons representing the District, government agencies, legal representatives, and community business partners.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.

ESSENTIAL DUTIES

- Serves as a senior advisor to the Superintendent and Board on human capital and employment-related legal matters. Provides professional insight on issues and priorities as requested by the Superintendent.
- Establishes and leads a comprehensive, data-driven human capital strategy aligned with District priorities, student outcomes, and workforce needs.
- Leads workforce planning aligned to enrollment trends, programmatic needs, and budget constraints. Leads assigned teams to develop strategic long-range goals and annual objectives to ensure alignment and accountability across all functional areas.
- Ensures the design and delivery of responsive, high-quality human resources services through clear service standards, streamlined processes, and continuous feedback mechanisms that consistently exceed stakeholder expectations.
- Collaborates with District staff and administrators to ensure optimal HR responses for all District facilities and schools. Continually monitors departmental activities to ensure successful completion of goals and objectives in relation to the District’s Strategic Plan.

- Fosters and promotes teamwork in designing and developing operational strategies. Ensures HR divisions complete priorities, directives, and special projects established by the Superintendent accurately, efficiently, and cost-effectively.
- Oversees the development and implementation of strategies to recruit, hire, develop, and retain a high-performing workforce.
- Ensures the effective design and oversight of employee benefits services to support recruitment, retention, and employee well-being.
- Oversees classification, compensation, and position control strategies to support organizational effectiveness.
- Ensures the integrity and strategic use of HRIS systems and data integrated with the District ERP system, including developing dashboards, metrics, and reporting structures to support decision-making, accountability, and continuous improvement.
- Ensures consistent, fair, and legally compliant employee relations procedures, investigations, and grievance resolutions.
- Oversees District and employee compliance with all applicable federal and state laws, SCDOE requirements, Board policies, and professional standards.
- Oversees District and employee compliance with all applicable federal and state nondiscrimination, equal employment opportunity, and civil rights laws, including Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA). Ensures appropriate, legally defensible resolutions to complaints and grievances.
- Works with District leaders and HR staff to establish and implement a systemwide performance management framework that defines clear expectations, evaluation standards, and feedback processes to ensure consistency, accountability, and high performance across all employee groups.
- Collaborates with appropriate teams to integrate performance management with professional learning, leadership development, and succession planning to support workforce effectiveness and retention.
- Advises District staff on legal risk related to employment, policy implementation, student matters, and organizational decision-making. Collaborates with legal counsel on Board policies, administrative procedures, contracts, and litigation matters to ensure timely, accurate, and strategic legal advice to the Superintendent, Board, and District leadership.
- Leads the development and oversight of the Human Resources Department budget, ensuring strategic allocation of resources aligned with District priorities, enrollment trends, and organizational needs. Reviews operational reports, procurement requests, vendor proposals, and budget requests to determine resource allocation and appropriateness to support programmatic needs.
- Ensures that priorities, directives, and special projects established by the Superintendent are completed in a timely, accurate, and cost-effective manner.
- Oversees and/or personally completes departmental reports required for meetings, presentations, governmental regulations, and as needed or requested by the Superintendent or Board members.
- Selects, inducts, supports, evaluates, and retains high-quality staff. Establishes clear expectations for performance and service delivery; provides appropriate supervision, mentoring, and professional development plans for assigned staff. Builds leadership capacity through effective delegation and professional learning opportunities.
- Models ethical conduct, professionalism, and respect in all interactions with staff, government agencies, and community partners. Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a liaison with various government entities and represents the District in community initiatives as designated by the Superintendent.
- Maintains appropriate certifications; provides for one's own professional growth through an ongoing program of reading, seminars, conferences, and/or advanced coursework. Keeps

abreast of pertinent legal, regulatory, operational, and technical sources of information that impact the operations of the District.
- Demonstrates prompt, regular in-person attendance and is available to work on-site, in person during regular business hours, at after-hours events and meetings, and on-call after business hours.
- Presents a positive image of the District, complies with Board policies and administrative procedures, and willingly performs other duties as assigned by the Superintendent.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.
Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: Ability to lift, push, pull, and/or carry objects which weigh as much as fifteen (15) or more pounds on a frequent basis.
Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors; and work outdoors as needed.
Mental Requirements: Ability to read, write, understand, interpret, and apply information on a complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records. Understands and adequately manages stressful situations.
Additional Work Conditions and Physical Abilities: Local travel is required on a regular basis. Reliable transportation is required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities, and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Original Date: September 2026