



PEE DEE ACADEMY

Academic and Athletic Excellence

Head of School – Pee Dee Academy

Pee Dee Academy (PDA), an independent, non-profit Christian K3–12 school in Marion County, SC, is seeking an experienced, mission-driven educational leader to serve as its next **Head of School**. This individual will provide visionary leadership, uphold PDA's commitment to academic and athletic excellence, and foster a safe, Christ-centered environment for approximately 450 students and 65 faculty/staff members.

Founded in 1965, Pee Dee Academy is a college-preparatory institution dedicated to providing challenging instruction in a safe, patriotic, Christian atmosphere. The school serves families across Marion, Dillon, Florence, and Horry counties in South Carolina, as well as neighboring North Carolina counties.

Position Summary

The Head of School serves as the chief executive and academic leader of the institution, responsible for ensuring that all aspects of school life—academic, operational, spiritual, and cultural—advance the mission and long-term vision of Pee Dee Academy. This role requires a dynamic, relationship-oriented leader who can engage the community, support faculty excellence, manage the school's operations, and cultivate an environment where students are encouraged to grow in character, knowledge, and faith.

Key Responsibilities

Strategic & Operational Leadership

- Provide long-term strategic planning and direction for the school's continued growth and stability.
- Oversee administrative operations including budgeting, finance, personnel management, and facilities planning.
- Ensure proper upkeep, improvement, and stewardship of all buildings, grounds, and associated infrastructure.
- Review and implement policies aligned with SCISA standards, South Carolina regulations, and School Board directives.
- Attend and present at monthly School Board meetings, offering counsel and recommendations.

Academic & Instructional Leadership

- Set and uphold high academic standards across all grade levels.
- Support, evaluate, and hold accountable faculty and staff, fostering an environment of continuous improvement.
- Encourage professional development and the use of effective, data-informed teaching practices.
- Ensure strong curriculum implementation that reflects Christian values and college-preparatory expectations.

Culture, Community, & Student Support

- Lead a Christ-centered school culture that supports student growth, discipline, safety, and well-being.
- Maintain fair, consistent disciplinary standards in alignment with SCISA and School Board policies.
- Serve as a visible and engaged presence at school events, athletic competitions, performances, and community gatherings.
- Strengthen relationships with students, families, alumni, and the broader Pee Dee community.

Communication & External Relations

- Act as the public face of Pee Dee Academy, strengthening community partnerships and enhancing the school's reputation.
- Promote clear, respectful communication across all stakeholders—faculty, families, board members, donors, and community partners.
- Support enrollment strategies that sustain and grow the school's student body.

Qualifications

Education & Experience

- Bachelor's degree required; advanced degree preferred.
- Demonstrated experience in:
 - Budgeting and financial management
 - Personnel supervision and team leadership
 - Curriculum, instruction, and educational technology
 - Relationship building within schools and the community

Leadership Attributes

- Strategic thinker with strong planning and organizational skills
- Commitment to high academic standards and instructional excellence
- Consistent and fair approach to discipline and staff accountability

- Respectful communication and the ability to encourage and inspire others
- Professionalism, integrity, and a strong work ethic
- Ability to balance respect for PDA tradition with innovative thinking
- Positive attitude, energy, and maturity
- Strong time management and multi-tasking skills

Application Process

Applicants should submit the following:

- Résumé
- Statement of educational philosophy

Send application materials to:

 HeadOfSchoolSearch@peedeeacademy.org

All applicants will receive confirmation of receipt. Application deadline may be updated as needed.

Mailing Address:

Pee Dee Academy
2903 E. Hwy 76
Mullins, SC 29574
Phone: 843-423-1771