

Pee Dee Math, Science and Technology Academy  
**ELEMENTARY OFFICE ADMINISTRATOR**  
**JOB DESCRIPTION**



Pee Dee Math, Science and Technology Academy and its Board and volunteers work together to fulfill the Mission Statement of the school. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position. However, PDMSTA expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents, and students.

**About Pee Dee Math, Science and Technology Academy:**

Pee Dee Math, Science and Technology Academy is located in Bishopville, SC. The concept of PDMSTA was formed by a group of parents, teachers and community leaders within the Lee County area. Subsequently, a planning committee was formed to develop a strategy and plan. PDMSTA is organized to bring a creative solution to the Lee County area by providing an alternative approach to learning.

The mission is to develop innovative, confident and self-motivated citizens through a science, technology, engineering and math curriculum enhanced with collaborative community learning partnerships. This mission will be successfully accomplished by, providing each child the opportunity to maximize their potential through an enhanced curriculum in science, technology, engineering and math.

Based on the growing need for individuals that are critical thinkers and innovators in the fields of Science, Technology, Engineering, and Math a STEM curriculum is what Lee County needs to bolster their graduation rate and post-secondary degree seeking percentages.

Moreover, students of PDMSTA are a microcosm of a national trend of a decreasing interest in science, technology, engineering and math. PDMSTA offers a solution to these trends by offering a curriculum that is engaging, innovative, rigorous and relevant. PDMSTA will prepare students for a global society.

**Role Definition:**

Performs administrative and secretarial support necessary to accomplish objectives established by the Principal. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school related issues.

- Monitoring and recording off all persons coming to and from the office
- Updating attendance of students.
- Answering and directing all telephonic communication and messages for faculty and staff

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- Receiving and issuing late arrival and early release forms respectively.
- Communicating student absence to Principal.
- Distribution of daily absentees to the entire classroom.
- Monitoring the system of report of attendance for high school teachers and support staff.
- Compiling and forwarding any attendance and substitute report information to the Administration on a daily basis.
- Acts as liaison between faculty and parents, fixing appointments, forwarding message for teachers, calling the parents on teacher's request.
- Ensuring smooth clearance for school leaving students. Arranging all of them with clearance forms.
- Handling of report cards and their distribution.
- Assisting students and parents as and when they come for assistance.
- Organizing proctors to send messages and literature to students in their respective classrooms.
- Supervising filing of individual student school records and changeover on an annual basis.
- Supervising the dissemination and collection of all pertinent school correspondence per school policy and procedure.
- Preparing, updating and issuing forms for teachers' administrative duties.
- Maintaining Office Supplies.
- Performing duties as assigned by the Executive Director or Principal as requested

**Educational experience:** graduation from high school including or supplemented by course work in business, office management or related field and four years of increasingly responsible clerical and secretarial experience preferably including one year of experience in a school office.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

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**How to Apply:**

Please send resumes to:

Email: [pdmsta@gmail.com](mailto:pdmsta@gmail.com) OR PDMSTA, ATTN: Board of Trustees/Principal Search, P.O. Box 7,  
Bishopville, SC 29010

**Notice of Non-discrimination**

The Pee Dee Math, Science and Technology Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquires regarding the non-discrimination policies:

E. Keith Bailey  
P.O. Box 7  
Bishopville, SC 29010  
(803) 692-1814

Valerie Layne  
P.O. Box 7  
Bishopville, SC 29010  
(803) 692-1814