



Oklahoma School of Science and Mathematics

VICE PRESIDENT OF ACADEMICS

The Oklahoma School of Science and Mathematics (OSSM) is seeking a Vice President of Academics. The Vice President of Academics oversees the day-to-day operation of the school and all aspects of the academic program, including supervision and evaluation of faculty; determining course offerings; creating teaching assignments, student schedules, and graduation requirements; monitoring academic progress; conducting classroom and laboratory observations; setting the academic calendar; reviewing and updating the Student Handbook; supervising the Academic Counselor and the College Counselor.

OSSM is an academic emphasis, 2-year, residential high school located in Oklahoma City, Oklahoma. OSSM consistently ranks as one of the top 10 high schools in the United States (currently ranked 11th by Niche.com and 2nd by Wall Street 24/7).

Essential Duties, Responsibilities, and Qualifications

- Lead Academic Committee meetings
- Learn and use Infinite Campus
- Report at board meetings
- Present to prospective students and parents
- Manage and oversee the school calendar and schedule
- Work with faculty, staff, students, and parents to resolve academic issues
- Master's or higher in Education or STEM preferred
- Teaching experience required
- Secondary Administrative experience preferred

Salary & Benefits

- Salary is competitive and commensurate with credentials.
- Benefits include health insurance, 401(a) Plan, 457 Plan, teachers' retirement, and others.

Application Procedure

Email letter of interest, resume, and the names, addresses, and telephone numbers of three references to:

Talita DeNegri, Executive Assistant to the President
Oklahoma School of Science and Mathematics
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405-521-6439

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