



## **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 11<sup>th</sup> by Niche.com and 2<sup>nd</sup> 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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