

# LOGOS ACADEMY JOB DESCRIPTION

## ACADEMIC

Created: 7/21/14 jjh Revised: 2/17/16

**Title:** K-12 Mathematics Curriculum & Instruction Chair (Exempt, 10-month, Regular, Stipend)

**Reports To:** Principal

### **Minimum Requirements**

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically trained.
- Effective interpersonal communication, organizational skills, independent project management, and ability to problem-solve in challenging situations with professionalism, enthusiasm, and flexibility.
- Bachelor's degree in math or math education and three years of experience working directly with school-age children in math education.
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources.
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative.

### **Major Responsibilities**

1. Support Principal in setting an annual budget and a schedule for all professional development needs related to math instruction as well as an annual budget related to curriculum and supporting materials for math instruction.
2. Oversee content and delivery of all professional development related to mathematics instruction for K to 12 faculty (identifying opportunities and priorities with both external and in-house development options).
  - a. Serve as MSA Accreditation Chairperson
3. Support teachers as needed with classroom observations and feedback related to instructional resources and methods.
4. Establish and oversee any curriculum committees established by the school to review specific curricular resources or any grade-level standards and benchmarks related to mathematics.
5. Support Principal in the development and maintenance of all school-wide testing and assessment plans related to student performance in mathematics.
6. Support Principal in the development, maintenance and achievement of all school-wide goals related to student performance in mathematics.