



PRESTANS

## **Job Title: Mathematics Department Chair**

### **Position Overview:**

Prestans Online Academy seeks an experienced educator to collaborate with our Academic Team as we continue to provide outstanding mathematics courses and programming for our students online. The successful candidate will have a love for teaching and learning, an understanding of a variety of technology platforms, a willingness to learn and grow, and a desire to support and mentor teachers from all over the world. The Mathematics Department Chair is a full-time, year-round salaried position that includes teaching and administrative responsibilities. The position will start in June 2025.

**Reports to:** Director of Academic Affairs and Faculty Development

**Location:** Remote

**Start Date:** June 2025

### **Key Responsibilities:**

#### *Teaching:*

- Teach a maximum of 4 classes during the first and second semesters (course preparations minimized).
- Teach two Summer STEM courses during our Summer Semester (mid-June - mid-August).
- Responsible for class preparation, student feedback, and student experience.
- Responsible for crafting and helping staff a Mathematics Office Hours program to support student learning.

#### *Collaboration:*

- Work alongside the Director of Academic Affairs and Faculty Development, Director of Academic Operations, and Curriculum Coordinator to provide a robust, student-centered learning experience.
- Involves curriculum building, auditing, and evaluating Mathematics courses.
- Lead the annual review of Prestans Online Academy's Mathematics courses.

#### *Leadership:*

- Recruit, mentor, train, evaluate, and develop a diverse and skilled group of Mathematics faculty.
- Work with the Director of Academic Affairs and Faculty Development to create opportunities for professional development and growth.
- Organize and lead Mathematics department meetings for faculty.
- Create "best practices" for teaching and learning Mathematics at Prestans.
- Serve as the "point person" for our Summer STEM program and help with the staffing, training, and support of teachers and students during this signature program.



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*Support:*

- Develop expertise in technology platforms including Canvas, Google Suite, Pearson MyLab, Savvas Realize, and Desmos.
- Create and implement support strategies/plans to help teachers and students.

*Creativity:*

- Responsibility for the development and implementation of Mathematics-based clubs and community events.
- Willingness to problem solve and solution-find in innovative ways to help Prestans faculty, staff, and students.

**Time Commitment:**

This is a full-time remote position. Teaching responsibilities will be scheduled at various times each day and administrative duties are to be completed at the discretion of the employee and their direct supervisors.

The Prestans' administrative team works 40+ hours a week, but daily schedules fluctuate depending on tasks, schedules, and responsibilities. We anticipate that this position's hours will break down as:

- Student-facing work (class, grading, etc.): 15 hours per week
- Collaborative work with Prestans Team: 10 hours per week
- Training/ Mentoring Faculty: 5 hours per week
- Administrative Duties: 5 hours per week
  
- Technical Duties: 5 hours per week

**Compensation**

The Mathematics Department Chair is a full-time salaried position. Total monetary compensation is **\$65,000.00** with opportunities for performance bonuses.

Full-time employees have the opportunity to participate in benefits and retirement packages as well as tuition remission plans. Additional teaching opportunities may be available throughout the academic year.



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### **Qualifications:**

- Master's Degree in a Mathematics subject area or equivalent
- A minimum of 3-5 years of teaching experience in a variety of Mathematics subjects (ex. Algebra II and Calculus)
- A well-developed sensitivity, knowledge, and understanding of the diverse backgrounds of community members; commitment to diversity, equity, and inclusion
- Ability to work collaboratively in a team setting, facilitate discussion, and lead groups to consensus
- Effective communicator who believes in the value of relationship-building
- Familiarity, experience, and expertise in online teaching and pedagogy
- Familiarity with Standards Base/ Process Based Grading
- Leadership experience in a school environment
- Familiarity with Pearson My Lab, Savvas Realize, and Desmos
- Technological skills, specifically in Canvas and Google Workspace
- Demonstrated organizational and time management skills
- Dedication to the teaching profession and personal investment in creating a positive school culture
- Creative and resourceful, with a sense of humor and strong work ethic

### **Application Process:**

Interested educators should send a cover letter and resume to Patrick Burke, Director of Academic Affairs and Faculty Development by January 15th, 2024.

Patrick's contact information is [patrick@prestans.us](mailto:patrick@prestans.us)



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