



## Academic Committee – Committee Member Job Description

**Mission Statement:** The Academy's mission is to assist families in developing exemplary citizens by equipping students with core foundational knowledge enabling them to be culturally literate, prepared for college, and virtuous in character. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

### Strategic Plan Goals

The Academic Committee's actions and recommendations will support the current Strategic Plan goals.

### Duties and Responsibilities

Excellent curriculum is central to the vision and mission of The Academy. The purpose of the Academic Committee is to ensure The Academy uses the best teaching strategies, resources and materials to educate its student body to reach the goals and objectives listed in the Strategic Plan. The Academic Committee is responsible for ensuring that the Academy functions in a manner that efficiently and effectively meets the academic needs of all students.

- Act in an advisory role for the Academy Board on all matters related to the improvement of all academic programs and provide additional information as requested.
- Develop and establish policies for review and purchase of new textbook and other academic materials.
- To provide oversight and approve any textbooks or any major changes to the curriculum before purchasing and implementing.
- To review and make recommendations on all new course and academic program proposals.
- To review and make recommendations to the Board on revisions to existing programs.
- To annually review the Graduation requirements of the Academy and make recommendations to the Board on proposed changes.
- Develop samples/templates for Academic reports to the Academy Board.
- Establish and communicate committee meeting schedule.
- Is well-informed about the Academy's academic programs.
- Advise the board regarding the school calendar.
- Work with other committees as appropriate.
- Meet deadlines on the Academic Committee Calendar.

### Education, Experience, Skills and Abilities

- Be a strong communicator
- Work well with others
- Be willing to prepare for meetings
- Have an education background and experience (preferred)



The Academy  
 Submittal to the Academy Board

Moved by Julia Robinson  
 2<sup>nd</sup> by Jessica Laszlo

Y/N/P/A	Name
/	Laszlo, J.
/	Miller-Carlson, T.
/	Robinson, J.
A	Steele, D.
/	Stock, M.
/	Swanson, Rob
/	Zamora, A.

**EXECUTIVE SUMMARY**

**Mission Statement:** The Academy's mission is to assist families in developing exemplary citizens by equipping students with core foundational knowledge enabling them to be culturally literate, prepared for college, and virtuous in character. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

Topic: Academic Committee Job Description

Issue(s):

The purpose of this policy is to provide guidelines for the make-up of the The Academy Board's Academic Committee.

Background:

Every Board committee shall have specific job descriptions to identify the skill sets needed to successfully support the vision of the Board.

Attached is the Academy Board Academic Committee Job Description.

Recommended Motion:

Move to approve the attached Academy Board Academic Committee Job Description.

**REFERENCES:**

WAIVER – YES, NO (CIRCLE ONE)

Date submitted: 2/25/2013  
 Approved: [Signature]

Submitted by: Mrs Angela Zamora  
 Denied/Postponed: \_\_\_\_\_