

Santa Rosa County District Schools
Job Description

Coordinator of Social Studies (Full Time)

Reports To: Assistant Superintendent for Curriculum and Instruction
FLSA Status: Exempt
Department: Instructional Services
Prepared by: Human Resources
Date: March 8, 2022
Job Code: 20144

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Provide meaningful staff development and training for teachers in best practices and strategies in social studies.
- Analyze student achievement data to determine curriculum and staff development needs in social studies.
- Develop and provide resources for curriculum development and assessment to schools and teachers in order to improve student achievement in social studies.
- Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects.
- Supervise instructional activities for all teachers of social studies.
- Facilitate classroom instruction, evaluate instructional practices, and provide models or demonstrations of effective practices in social studies.
- Facilitate curriculum design to meet individual school needs.
- Develop, recommend, and administer assigned budget.
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda.
- Maintain expertise in social studies design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Supervise and assist in student assessment to identify areas of strength and weakness in the curriculum.
- Provide specified services, support, and staff development in social studies to Title I schools and teachers.
- Facilitate alignment of instruction for students with disabilities along with the mainstream curriculum by providing staff development, information, and support for the assessment and delivery of social studies instruction.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development.

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- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel as requested.
- Provide own method of transportation, when required, to visit various sites.
- Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Assistant Superintendent for Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular area in cooperation with site administrator

Minimum Qualifications & Skills:

1. Master's degree or higher from an accredited institution in the assigned area of specialization or certification in supervision K-12, educational leadership, or school principal.
2. Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization.
3. Five years' experience in public school education as a teacher in assigned curricular area(s).

Preferred Qualifications & Skills:

- Completion of the Potential School Leaders (PSL) Program

Physical Demands

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Ten-month Instructional Salary plus Coordinator Supplement
7.5 hours per day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays