



While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO** Executive Director, Secondary Programs, 6-12

#### **GENERAL RESPONSIBILITIES**

1. Develops, implements, and evaluates an articulated PreK-12 instructional program in Social Studies.
2. Assists in the development and implementation of the Character Education Plan.

#### **SPECIFIC RESPONSIBILITIES**

1. Provides leadership in the Social Studies areas PreK-12.
2. Coordinates middle/high school department chair meetings in assigned content area(s).
3. Coordinates elementary social studies points of contact meetings.
4. Designs and arranges for the delivery of staff development in assigned content areas.
5. Identifies and disseminates relevant research to help guide instructional decisions.
6. Designs, implements, and evaluates instructional programs and identifies appropriate instructional strategies and materials in accordance with local, state, and national standards.
7. Works collaboratively with the instructional services department and other staff to provide coordinated program support to schools.
8. Coordinates an evaluation of social studies textbooks and related materials submitted for adoption at state and district level.

9. Supports the identification and implementation of assessment practices which will drive instruction and provide close alignment with school improvement, standards, and district expectations.
10. Assists with budgetary decision-making for schools and district staff in the area of social studies.
11. Serves as a support team member for designated schools.
12. Serves as a member of committees as assigned.
13. Consults and advises on facilities planning and educational specifications as appropriate for social studies education.
14. Monitors trends and developments in regional, state, and national organizations and state and federal departments of education for local impact on public education.
15. Serves as a liaison between the public and various community organizations and the school district.
16. Coordinates a variety of community supported co-curricular programs that involve social studies teachers and students; Mock Trial, Congressional Classroom, Model United Nations Program, Know Your County Government Program, Youth-In Government Program, Naples Council of Foreign Affairs Guest Speakers Program, Law Week, etc.
17. Assists the staff and the public in understanding state regulations and legislation related to social studies.
18. Performs other duties as assigned.