

POSITION TITLE: Instructional Specialist – History/Social Science

QUALIFICATIONS: Postgraduate professional license with an endorsement in History and/or Social Science, and recent successful experience as a supervisor or teacher in the subject area. Excellent communication, public relations, and organizational skills are required. Must be able to provide division-level leadership in regards to curriculum, pacing, and resources to support classroom instruction. Must be able to analyze data at student, class, school, and district level and disaggregate data for formative instruction purposes. Must be able to develop, implement, and manage programs to achieve established goals and objectives. Must have the ability to work in a cooperative manner with a variety of groups, including parents, teachers, administrators, and community representatives. Must have extensive experience with innovative teaching techniques, instructional materials, and current trends in the area of social science/history. Must be able to provide leadership and development to classroom teachers in order to improve instruction. Must have an understanding of varying degrees of learning styles, the needs of high achieving students and of strategies to challenge them at appropriate levels; child psychology, including personality and learning behaviors. Must have an understanding and ability to support teachers in meeting the needs of students with diverse learning styles. Must demonstrate ability to diagnose specific learning needs in students and assist teachers in differentiating instruction in the classroom setting for these students. Experience in teaching writing and making cross-curricular connections with English/Language Arts is preferred.

PERFORMANCE EXPECTATIONS: Monitors and supervises the Social Science/History program and activities, maintaining all required records and files. Coordinates division-wide professional development, classroom embedded professional development, and topic specific training sessions for content area teachers. Supervises the development, implementation, and coordination of curriculum and programs in the area of History and Social Science from Preschool through Dual Enrollment. Works as a part of a team to establish departmental curriculum objectives and implements a plan for the accomplishment of the objectives. Provides input in the recruitment, screening, hiring, and training of departmental personnel. Works with new teachers to ensure they have materials and competencies necessary for success. Serves as a resource to teachers and building administrators in making curricular decisions. Assumes responsibility for ensuring textbooks are ordered appropriately and distributed to schools in a timely manner. Visits classrooms regularly and provides follow-up consultation with written feedback to teachers and administrators to help improve classroom instruction. Assists in the collection, review, and submission of all requisite information for local, state, and federal reporting. Maintains a working relationship with community stakeholders. Continuously gains and implements new knowledge regarding educational innovations and trends and implements new strategies appropriate for division's student population based on data. Coordinates the gathering, selecting, and analysis of data with respect to the program area. Assists in the preparation of the annual academic program evaluation and budget as required. Maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures. Ensures that budget is expended appropriately and funds are used for their intended purposes. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work assisting and supporting the Department of Instruction. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Curriculum and Instruction

PAY SCHEDULE: Unified Pay Schedule

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt