

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF WORLD STUDIES PK - 12**

Summary: Provides leadership and direction and supervises the social studies, ENL, and world languages programs to ensure that the goals of the district and community are reached. The World Studies Coordinator reports directly to the Assistant Superintendent for Instruction. The position includes the duties and responsibilities below and other functions as assigned by the Assistant Superintendent for Instruction.

Qualifications: A Master's Degree (minimum)—Post-Graduate Certificate in Educational Administration (SAS/SBL) preferred
AND
Five years teaching experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities:

1. Perform such duties and functions related to the area of specialty as determined by the Assistant Superintendent for Instruction.
2. Supports the development of district and departmental goals, curriculum objectives, and course descriptions.
3. Oversee social studies, ENL, and world language curriculum for grades PK-12 in collaboration with the Assistant Superintendent for Instruction.
4. Administration, evaluation, and supervision of social studies, ENL, and world languages curriculum, programs, and staff.
5. Chair the district social studies, ENL, and world languages committees.
6. Provide demonstration lessons upon request.
7. Supervise and arrange social studies, ENL, and world languages programs to enhance curriculum.
8. Oversee the development of benchmark, mid-term and final examinations for PK-12.
9. Oversee the development of supplementary materials to enhance social studies, ENL, and world languages curriculum.

10. Development, implementation, evaluation, and refinement of discipline specific capstone research experiences.
11. Supervise the review and revision of social studies, ENL, and world languages units and teacher guides.
12. Identify, evaluate, pilot, recommend and implement instructional resources best suited to the needs of Middle Country students in the areas of social studies, ENL, and world languages.
13. Develop, deliver, and evaluate professional development activities regarding social studies, ENL, and world languages (of administrative and instructional staff).
14. Conduct teacher observations as per district guidelines.
15. Provide training for new teachers in use of social studies, ENL, and world languages curriculum and instruction.
16. Keeps informed of progress and new developments in social studies, ENL, and world languages. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
17. Provide input on districtwide budget development and implementation.
18. Provide input to the principals in the preparation of school budgets, purchase requisitions, staffing, student assessments, and or scheduling.
19. Assumes responsibility for the proper handling of funds.
20. Responsible for the inventory of school property and for the security and accountability of that property in coordination with district and building staff.
21. Oversee academic celebrations, competitions, and enrichment opportunities, including the district Humanities Expo.
22. Work with central administration, directors, coordinators, and principals in the facilitation of district and state student assessments.
23. Ongoing analysis and dissemination of student performance data with a focus on the improvement of instructional planning, delivery and student achievement (graduation rate, mastery levels on Regents and AP examinations).

24. Represent discipline-specific needs and perspectives on district committees in order to promote effective programs and instruction for Middle Country students.
25. Coordinate with district and building administrators to support the recruitment, screening, and hiring recommendations of instructional staff.
26. Supervision of the World Language chairperson.
27. Supervision of National History Day advisors.
28. Development, implementation, evaluation, and refinement of Seal of Civic Readiness program including coordination with related administration and staff.
29. Supervise the ENL program including student screening and placement, record maintenance, coordination with Grant Funded Opportunities Director on development and monitoring of Title III grant, coordination with Coordinator of district Data Services on student registration and state reporting, oversee NYSITELL and NYSESLAT testing, overseeing the districtwide ENL Professional Development committee, and development of the NYSED Part 154 CEEP report.
30. This position includes the duties and responsibilities as assigned by the Assistant Superintendent for Instruction.

Reports to: Assistant Superintendent for Instruction