



**Job Title:** High School Social Studies Department Chair (Supplemental Assignment)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

**Job Summary:**

- Serves as a teacher leader responsible for strengthening instructional coherence across the social studies program and facilitating Professional Learning Communities (PLCs) focused on historical thinking, civic literacy, and analysis of primary and secondary sources.
- Ensures curriculum alignment to state and district expectations while advancing schoolwide priorities, including academic rigor and college and career readiness.
- Provides department leadership through positive and productive collaboration aligned to the principal's vision, builds teacher capacity in effective social studies instruction, supports data-informed decision-making, and ensures students are prepared for success in advanced coursework, graduation requirements, and informed civic participation.

**Essential Duties**

**Instructional Leadership and PLC Facilitation**

1. Lead social studies PLCs focused on strengthening instruction in historical thinking, analysis, argumentation, and use of evidence.
2. Facilitate collaborative planning around curriculum pacing, primary and secondary sources, common assessments, and rigorous instructional strategies.
3. Lead monthly school-based department meetings to advance instructional priorities and department goals.
4. Attend monthly district lead teacher meetings and ensure communication and implementation of district initiatives.
5. Ensure curriculum alignment to state standards and district expectations, including vertical and horizontal alignment across courses.
6. Support teachers in analyzing student data (benchmarks, writing tasks, end-of-course assessments) to inform instruction and interventions.
7. Promote instructional practices that support inquiry, discussion, and real-world connections to civic life.

**Content Expertise and Instructional Support**

1. Serve as the social studies content expert and instructional resource for the department.
2. Support implementation of district curriculum, instructional frameworks, and best practices in social studies instruction.

3. Promote rigorous instruction that prepares students for advanced coursework, dual enrollment, and college-level expectations.
4. Model or support effective instructional strategies such as document-based inquiry, Socratic seminars, and evidence-based writing.
5. Identify instructional gaps and support targeted improvements.
6. Provide coaching, modeling, and feedback to new and at-risk teachers.

### **Data-Informed Improvement**

1. Support the development and implementation of common assessments aligned to standards and end-of-course expectations.
2. Lead analysis of student performance data, including EOC results, pass rates, and graduation indicators.
3. Monitor progress toward department and school goals related to student achievement.
4. Promote consistent grading and assessment practices, particularly in writing and analysis.

### **Collaboration and Communication**

1. Provide department leadership that fosters a collaborative culture focused on continuous improvement and high expectations.
2. Serve as a liaison between the department and school administration, ensuring clear two-way communication.
3. Provide orientation and in-service training for new and current department personnel, including curriculum, instructional practices, and expectations.
4. Support onboarding and mentoring of teachers to strengthen instructional effectiveness and retention.
5. Collaborate with instructional coach, MTSS leads, counselors, and CTE staff to support student success and cross-curricular connections.
6. Demonstrate positive and productive leadership aligned to the principal's vision.

### **Student Readiness and School Culture**

1. Support efforts to ensure students are prepared for advanced coursework, graduation, and informed civic engagement.
2. Encourage student participation in advanced coursework (Honors, AP, dual enrollment) and civic or leadership opportunities.
3. Reinforce high expectations for student engagement, critical thinking, and academic responsibility.

### **School Operations and Resource Management**

1. Assist with supervision duties as assigned by the principal.
2. Support a safe, orderly, and focused learning environment.
3. Maintain and monitor the department budget, aligning expenditures to instructional priorities and school goals.
4. Maintain inventory of instructional materials and resources.
5. Model professionalism and adherence to all district safety protocols and expectations.

### **Expectations**

1. Maintain full classroom teaching responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, including monthly district lead teacher meetings and school-based department meetings.

3. Collaborate closely with administration to align social studies department work with school improvement goals.
4. Uphold district policies, school procedures, and professional standards.
5. Perform additional related duties as assigned by the principal in support of school improvement and student success.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **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.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

