



**EMPLOYEE NAME:** \_\_\_\_\_

Revised;5/99;3/01;7/04;7/05;9/06;4/08; 10/12; 2/13; 6/18, 03/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Supervisor K-12 Social Studies	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academics – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Instruction and Innovative Practice	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction and Innovative Practice	<b>PAY GRADE:</b> CS1 (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 Social Studies program.	

**REQUIREMENTS:**

1. Educational Level: Master’s degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years teaching experience in Social Studies programs; district or building leadership preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication;

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Works with the Teaching & Learning staff to evaluate and ensure a balanced and coordinated K-12 instructional program (CTLS, resource adoption and support, program evaluation, curriculum development, and professional learning).
3. Leads, by effectively communicating and training, school administrators, teachers, support staff and Social Studies teacher leaders on the effective implementation of the K-12 curriculum, district initiatives, adopted programs, best instructional practices and current research in the field of K-12 Social Studies.
4. Leads local administrators and teachers in understanding, implementing, and resolving problems related to teaching and learning to determine the fidelity in which social studies curriculum is being implemented.
5. Collaborates with teaching and learning colleagues to develop assessments of/for student learning and monitor student achievement on local, state, and national assessments.
6. Assists with the implementation of all accrediting agencies, Georgia State Standards, and State and Federal regulations related to the K-12 programs and works collaboratively with post-secondary institutions and community/professional organizations.
7. Leads, designs, implements, and evaluates professional learning for teachers and leaders.
8. Projects budget needs and monitors the use of allocated funds, including the purchase of supplies and materials for instruction and training, as well as for administrative office efficiency.
9. Prepares presentations, special reports, and/or documents concerning assigned programs for public information as needed.
10. Develops bodies of annotated student work and develops research-based recommendations for instructional strategies to increase the quality of K-12 social studies instruction.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_