



Elementary Social Studies Instructional Specialist

JOB DESCRIPTION

The Elementary Social Studies Instructional Specialist, under the supervision of the Director of Elementary Curriculum, coordinates the District's Elementary Social Studies Program, as well as other curricular initiatives. The position also provides leadership and assistance to teachers, principals, and supervisors for the improvement of elementary social studies instruction within the District.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Master's degree preferred; preferably in History or Curriculum and Instruction
- Valid Texas teaching certificate
- Minimum of three years experience as a classroom teacher

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize and coordinate District-wide program
- Expertise in data analysis to improve student achievement
- Knowledge of curriculum and standards based instruction, current instructional and assessment research, instructional technology, computer instructional software, and current social studies issues and trends
- Knowledge of strategies and materials for social studies
- Excellent organizational and interpersonal skills
- Ability to communicate effectively with administrators and teachers
- Experience planning and implementing staff development
- In-depth knowledge of TEKS/TAKS

DUTIES AND RESPONSIBILITIES

1. Mentors and provides ongoing support for elementary teachers new to the profession
2. Works directly with classroom teachers and campus administrators to implement strategies to improve instruction and increase student performance, especially on campuses of high need
3. Provides classroom demonstration lessons that include best practices in teaching and learning
4. Observes teachers and provides feedback designed to improve instruction
5. Plans and implements with District Professional Development Coordinator and Director of Elementary Curriculum and Instruction
6. Keeps current with social studies research and instructional strategies through professional literature
7. Attends Curriculum Department meetings and confers regularly with curriculum development staff
8. Attends conferences and workshops
9. Promotes positive school-community relations by communicating effectively with staff, students, parents, and the community by projecting a positive image that enhances the District's mission
10. Compiles, maintains, and files appropriate reports, records, and documents related to job activities
11. Facilitates, writes, edits, and produces District curriculum documents in the area of social studies
12. Facilitates, writes, edits, and produces District assessments
13. Plans and administers the ERC level elementary Social Studies budget
14. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbally and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**Elementary Social Studies Instructional Specialist
Page Two**

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, travel frequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: Specialist Pay Scale

NUMBER OF DAYS: 216

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*