



Secondary Social Studies Specialist

JOB DESCRIPTION

The Secondary Social Studies Specialist, under the supervision of the Director of Secondary Curriculum, coordinates the district secondary social studies program, along with other curricular initiatives. Also, collaborates with district staff and outside personnel to promote educational opportunities for teachers and students.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree; Master's degree preferred
- Valid Texas teaching certificate
- Three years experience as a social studies teacher in a secondary school

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize and coordinate district-wide program
- Ability to interpret data
- Knowledge of curriculum and instruction
- Knowledge of strategies and materials for social studies
- Strong organizational, communication, and interpersonal skills
- Ability to communicate effectively with administrators and teachers
- Experience as a staff development presenter

DUTIES AND RESPONSIBILITIES

1. Improves student achievement by aiding and assisting campus teachers and principals in social studies instruction through a variety of activities and functions to include developing classroom materials, assisting with new technology, providing information about and access to outside learning opportunities, and modeling sample lessons and activities, etc.
2. Recruits and coordinates secondary framework teams in the development and constant assessment/revision of the District Frameworks using TEKS and national standards, as well as, hold public forums to present the frameworks, and request feedback.
3. Recruits and coordinates benchmark teams in the development and constant assessment/revision of District Benchmark Exams, as well as assist campuses in creating their own periodic assessments.
4. Improves student achievement by providing campuses, grade levels, and teachers with data analysis and feedback based upon District and State performance instruments.
5. Researches, plans, coordinates, and/or presents various staff development opportunities related to instructional methods and classroom enrichment.
6. Researches and purchases campus materials and supplies (typically based up campus level requests) in support of the District Frameworks or other curricular initiatives.
7. Assists in the coordination of social studies textbook adoption and purchase.
8. Plans and administers the ERC level secondary social studies budget (823).
9. Assists with planning and coordinating campus, district, and regional History Fair and Citizen Bee contests, including providing appropriate information to students, parents and teachers, determine locations, recruit judges, and present awards.
10. Provides consultation regarding grant-writing activities when appropriate.
11. Performs other duties as assigned

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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.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently 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*