

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0729
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, K-12 SOCIAL STUDIES

MAJOR FUNCTION:

The Supervisor of K-12 Social Studies is responsible for the supervision of the elementary, middle and high school curriculum, instruction, and assessment program in social studies. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

DUTIES AND RESPONSIBILITIES:

- Serves as consultant to teachers, principals, assistant principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment and improvement in the accomplishment of district social studies goals
- Promotes, reviews, and communicates progress toward division goals
- Facilitates articulation of all levels of the social studies program
- Manages data collection and reporting functions in social studies; uses data in decision making
- Represents social studies on cross-functional teams
- Articulates with supervisors of other subject areas
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of social studies
- Serves as liaison with community groups, parents, colleges and universities, publishers and other agencies
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Curriculum and Operations Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the social studies office
- Continually evaluates and improves customer satisfaction processes
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in social studies
- Assists school personnel in analyzing data for continuous improvement of student achievement in social studies
- Interprets impact of state legislation and state board rule on social studies
- Collaborates with Management Information Systems, Testing and Evaluation, and schools to determine data needs and formats for classroom, school, and district analysis

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- Coordinates professional training for social studies teachers, department heads and administrators
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing social studies teachers
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to social studies
- Assists schools in securing appropriate instructional materials
- Participates in School Improvement Plan reviews
- Interprets and monitors for schools the school board curriculum policy regarding social studies; provides policy input
- Provides for the evaluation and improvement of social studies programs
- Establishes and oversees annual budgets from various funding allocations to support social studies
- Assists schools with articulation of the social studies program from grade to grade and level to level
- Monitors the results of school improvement research and development in social studies
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding social studies achievement, including comparisons and benchmarks
- Contributes to Curriculum Services accountability for results aligned to all district strategic directions
- Assigns student interns in social studies
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration / Supervision, Educational Leadership, School Principal, Curriculum and Instruction, Social Studies or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of experience in teaching social studies. Demonstrated organizational and communication skills. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Masters or doctoral degree in social studies or curriculum and instruction. Experience in educational administration/supervision, district level curriculum development/writing, planning and presenting training for teachers, Creating Independence Through Student Owned Strategies (CRISS) training and/or other training in reading in the content area, and/or Motivation and Learning/Assessment.

ISSUED: 5/03 AK; BOARD APPROVED: 5/14/03, UPDATE DIVISION NAME: 1/06 AK; REVISED FORMAT 4/08 LMCK; REVISED D&R, MQ's LMCK; BOARD APPROVED: 5/13/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				