COORDINATOR III - K-12 SOCIAL STUDIES
Reference Code: A167
Division: Instructional Design and Professional Learning
Classification: Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide curriculum and instructional leadership in the areas of curriculum development, professional development, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to K-12 social studies. This position is directly responsible to the Director, K-12 Literacy, Instructional Design and Professional Learning Division (IDPLD).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Collaborate with School Associate Superintendents and/or designee(s) to accomplish both performance zones and IDPLD goals.
2. Develop and coordinate K-12 social studies professional development activities for teachers, parents, and administrators.
3. Plan and develop new/revised curriculum for K-12 social studies.
4. Provide leadership in the development, implementation, and oversight of social studies programs and grants.
5. Articulate effective social studies curriculum, programs, and research to teachers, administrators, parents, and community members.
6. Coordinate and facilitate textbook and instructional materials selection task forces.
7. Assist with data collection and grant writing.
8. Serve as liaison, (as appropriate) to community groups and public agencies, and represent the Clark County School District in matters related to K-12 social studies at the local, state, and national levels.
9. Interpret District policy and procedures related to social studies for parents, teachers, administrators, and other interested groups.
10. Supervise preparation of curriculum documents and instructional materials, as assigned.
11. Facilitate the selection and supervision of teacher task forces for social studies.
12. Coordinate, supervise, and evaluate the performance of assigned staff.
13. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Post-graduate coursework in social studies.
2. Experience in using instructional technology, including presentation software.
3. Working knowledge of the Nevada State Content and Performance Standards for Social Studies.
4. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.
5. Excellent verbal, written, and presentation skills.

POSITION REQUIREMENTS:
Education and Training:
   An earned master’s degree from a regionally-accredited college or university.

Licenses and Certifications:
   Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada school administrative endorsement.
Experience:
1. Previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
2. Present or previous successful experience in teaching elementary or secondary social studies.

Preferred Qualifications:
1. High level of self-confidence, initiative, self-direction, and motivation.
2. Experience in program management.
3. High-level skills in planning, organizing, and coordinating job-related tasks.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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