

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:	Coordinator, Curriculum & Instruction - History-Social Science	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	9852	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum & Instruction	SALARY:	Range 44
REPORTS TO:	Director, Professional Learning, Literacy, ELA & Humanities	CABINET APPROVAL:	8-4-22, 1-10-2022
		HR APPROVAL:	9-2-2022, 1-29-2022

BASIC FUNCTION:

Coordinate the implementation of the California History-Social Science Content Standards, Common Core State Standards: Literacy in History/ Social Studies, and the CA English Language Development Standards. Provide effective leadership and technical assistance, keen oversight, and accountability. Work with site leaders and teachers to improve the quality of history-social science instruction to enhance student learning and promote equity, access and social justice.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and supervise activities related to History-Social Studies implementation plan to include, but not limited to, leadership capacity building, teacher capacity building, instructional materials/pedagogy, assessment for learning, and stakeholder engagement/communications. **E**

Explore and utilize technology as a critical means for delivering, assessing, and transforming the teaching and learning of History-Social Science. **E**

Model exemplary assessment practices in History-Social Science plus use the data-inquiry methodology to assess and improve the instructional environment, student learning, and teacher practice. **E**

Possess knowledge of curriculum development using a backward design. **E**

Ensure that innovative and appropriate approaches to learning are utilized to address the diverse needs of students and improve learning. **E**

Provide quality technical assistance and coaching to site leaders and training specialists. **E**

Coordinate the development of the History-Social Science curriculum aligned with state standards and district expectations to support the increased achievement of students; identify supplemental instructional materials and resources for schools. **E**

Develop and implement partnerships that support the teaching and learning of History-Social Science. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assist with the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with site leaders, teachers, training specialists, other district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's Degree; advanced degrees preferred. Five years of successful teaching and related experiences. Strong record of achieving academic excellence in History-Social Science with urban learners.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California History-Social Science Content Standards.
- Deep understanding of the teaching and learning of History-Social Science Constructivist teaching and learning.
- District organization, operation, policies, and procedures.
- Applicable sections of the State Education Code and other applicable rules, regulations, and laws.
- Budget preparation and control.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training. Evaluation approaches, strategies, and techniques.

ABILITY TO:

- Plan, organize, and coordinate California History-Social Science Content Standards activities. Utilize interpersonal skills using tact, patience, and courtesy.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with frustrated or abusive individuals.

(Former Title: Coordinator III, Curriculum & Instruction – History-Social Science)

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

NOTE: This is a grant-funded position.