



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Coordinator for Social Studies

Wage/Hour Status: Non-Exempt

Reports to: Assistant Superintendent for
Curriculum and Instruction

Pay Grade: Instructional Administrative Professional
103 Schedule
(\$58,477.50 - \$82,433.50)

Dept./School: Central Office

Initiated Date:

Revised Date: February 9, 2012

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: To provide instructional leadership and direction. Ensure effective and efficient implementation for the elementary and secondary Social Studies Program.

Qualifications:

Education/Certification: Master's Degree or Higher
Supervisor's Certificate or Mid-Management
Certificate

Experience: Five years or more of successful classroom teaching experience in
Social Studies
Administrative Supervisory experience preferred

Knowledge/Skills: Knowledge of curriculum and instruction
Knowledge of effective schools and effective teaching
Knowledge of programs for special populations
Knowledge of developmental supervision organization
and management skills
Effective communication and interpersonal skills
Commitment to professional growth/renewal

Major Responsibilities and Duties:

1. Provide leadership and coordination for all Social Studies Management programs grades PK-12
2. Coordinate the review, development and revision as needed for all Social Studies programs and related curriculum documents and materials.
3. Articulate the social studies program to allow for the continuous progress of students through the Social Studies curriculum.
4. Compile data per campus and present to C&I Department to determine priority campuses.
5. Demonstrate teaching strategies with students in classroom setting for observations by teachers.
6. Observe classroom instruction in Social Studies and provide teachers feedback and assistance as appropriate.
7. Monitor campus data per six weeks/benchmark and provide necessary guidance, follow-up, and support.
8. Plan, improve, and oversee testing programs of the Social Studies area(s).
9. Provide teachers staff development in the latest state assessment.
10. Serve as chairperson of the textbook selection committee and Fiscal for the Social Studies Program.
11. Supervise and coordinate the ordering and utilization of the departmental instructional aides and materials for the Social Studies.
12. Coordinate department and leadership meetings at each campus.
13. Plan and provide staff development for teachers, supervisors and administrators in the area of Social Studies.
14. Assist in the training of campus personnel in the use of technology in Social Studies instruction.
15. Participate in activities most likely to lead continued professional growth.
16. Work with other content area coordinators in planning staff development.

17. Keep informed about current trends; instructional community practices; technology in science education and relations; disseminate information and materials to principals and teachers.
18. Prepare special reports to teachers; administrators; Superintendent; and the Board of Trustees on the status of the Social Studies program.
19. Coordinate; assist; and plan any grant activities with institutions of higher education.
20. Coordinate summer school program at assigned site.
21. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); interpret policy, procedures and maintain emotional control under stress. Ability to interpret and implement TEA rules and regulations.

Physical Demands/Environmental Factors:

Frequent district and some out-of-district travel; occasional prolonged and irregular hours.

POSITION WORKING DAYS: 226 Days

DATE POSTED:

DEADLINE:

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____