

Coordinator IV, Social Studies

Position Details

Job Code: U7403

Reference Code: A167

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position will serve as an instructional leader to provide professional learning, curricular support, and guidance to schools, staff, and the community in support of Social Studies programs. Responsibilities include creating, implementing, and monitoring social studies curriculum aligned to the Nevada Academic Content Standards (NVACS); developing and delivering professional learning opportunities incorporating research-based best practices to increase student achievement; supervision and evaluation of licensed employees, as well as designing and developing research-based best practices. This position is responsible to the Director, Humanities Department, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Collaborates with region leadership and/or designee(s) to accomplish Clark County School District goals; serves as a liaison between CID and the regions.
2. Plans, prepares, and conducts social studies professional learning opportunities for teachers, parents/guardians, and administrators.
3. Plans and develops new/revised curriculum for social studies.

4. Provides leadership in the development, implementation, and oversight of social studies programs/grants in alignment with District goals.
5. Articulates effective social studies curriculum, programs, and research to teachers, administrators, parents/guardians, and community members.
6. Establishes and maintains relationships with administrators at elementary school, middle schools, high schools, charter schools, colleges/universities, and state/federal agencies.
7. Facilitates the selection as well as supervision of teacher task forces for social studies for the curriculum development and revision process, for textbook and instructional materials selection, and for various other curriculum-related projects.
8. Assists with managing social studies-related grants.
9. Serves as liaison, (as appropriate) to community groups and public agencies, as well as represent the District in matters related to-social studies at the local, state, and national levels.
10. Interprets District policies/procedures related to social studies for parents/guardians, teachers, administrators, and other interested groups.
11. Supervises preparation of curriculum documents and instructional materials, as assigned.
12. Leads, organizes, and coordinates the instructional materials adoption process for social studies in collaboration with the Purchasing Department.
13. Coordinates, supervises, and evaluates the performance of assigned staff.
14. Seeks grant opportunities to support social studies education as well as administer/implement existing grants and their related budgets. Assists with data collection and grant writing/monitoring.
15. Works effectively with administrators and classroom teachers at schools to assist in effective social studies instruction.
16. Conducts site observations of new teachers and teachers in collaboration with the site administration to co-develop a plan for continuous improvement and provide personalized professional learning.
17. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment to teachers, administrators, parents/guardians, and community members.
18. Develops and updates curriculum documents for the Curriculum Commission including site-specific course development.
19. Collaborates with and assists the School Community Engagement Office with local social studies programs and activities.
20. Collaborates with and assists the Government Relations Department by interpreting the impact of legislation related to the social studies curriculum and District during the Nevada Legislative session.

21. Updates and provides guidance to high schools related to the civics exam.
 22. Plans, organizes, and coordinates District programs for curriculum/instruction related to social studies.
 23. Manages multiple projects and responsibilities simultaneously and prioritize accordingly.
 24. Develops, monitors, and evaluates project plans to ensure completion within the timeline and budget.
 25. Gathers data as well as analyzes and evaluates the effectiveness of social studies curriculum and professional learning.
 26. Works effectively with administrators and classroom teachers to implement effective content area instruction for all students.
 27. Assists schools with program design and implementation practices to positively impact social studies instruction.
 28. Trains and supports administrators, teachers, and other school staff to align social studies instruction to NVACS for Social Studies and the Nevada Educator Performance Framework (NEPF).
 29. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators outside of the contracted work hours on a regular basis including weekends and evenings.
 30. Participates in site visits to schools to review instructional programs.
 31. Provides direct support and expertise to administrators, teachers, and other stakeholders, including parents/guardians regarding social studies curriculum, programs, and professional learning opportunities.
 32. Attends to written/verbal correspondences regarding curriculum and instruction.
 33. Participates in performance management program evaluation and data analysis related to content area programs/projects.
 34. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for teachers and administrators.
 35. Collaborates with curriculum administrators to ensure program alignment.
 36. Performs other duties related to the position, as assigned.
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Position Expectations

1. Detailed knowledge of NVACS for Social Studies.
2. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
3. Knowledge of adopted social studies Tier I instructional social studies materials.
4. Knowledge of Nevada Revised Statute (NRS) and Nevada Academic Code (NAC) as it relates to social studies.

5. Knowledge of District Budgetary process.
 6. Knowledge of Federal Education law such as the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
 7. Knowledge of legalities associated with personnel management and supervision.
 8. Knowledge of project planning, management, and evaluation theory and practices.
 9. Knowledge and successful experience working with diverse adult and student populations.
 10. Knowledge of best practices as well as current research on curriculum and educational issues along with meeting the needs of English Language Learners (ELL) and Special Education students.
 11. Knowledge of District or school-level instructional planning and curricular design.
 12. Knowledge of District policies and regulations.
 13. Knowledge of national, state, and District accountability initiatives related to student achievement.
 14. Knowledge of processes related to supervision and evaluation of support professional and licensed employees.
 15. Knowledge of negotiated agreements for all employee groups.
 16. Knowledge of District organizational structure and related personnel.
 17. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
 18. High level of self-confidence, initiative, self-direction, and motivation.
 19. High-level skills in planning, organizing, and coordinating job-related tasks.
 20. Effective presentation skills.
 21. Ability to communicate effectively verbally and in writing.
 22. Ability to write, analyze, and edit curriculum documents and resources.
 23. Ability to work cooperatively with other departments within the District as well as with other agencies at the university, state, and national level.
 24. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 25. Ability to work under pressure and meet deadlines.
 26. Ability to exercise diplomacy, sound judgment, leadership, problem-solving, and accountability.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Must possess, or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Evidence of successful teaching experience in elementary or secondary social studies.
3. Experience in conducting professional learning related to Grades K-12 social studies.
4. Demonstrated experience in curriculum design and professional learning.
5. Demonstrated experience in team leadership.
6. Demonstrated experience in instructional planning at the school or district-level.

Preferred Qualifications

1. An endorsement in social studies or a related field.
2. Successful experience in leading professional learning sessions for teachers and administrators in the area of social studies.
3. Strong curriculum background and experience with instructional planning and leadership at a school or District level.
4. Experience in large program management.
5. Experience in overseeing grants.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/20/23
- Created: 12/05/08