



# HUMAN RESOURCES

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## JOB DESCRIPTION

**Job Title:** Social Studies  
Instructional Coordinator

**Salary Block:** Administrative Professional  
Pay Grade 4

**Reports To:** Asst Superintendent of Instruction

**Wage/Hour Status:** Exempt

**Terms of Employment:** 226 Days

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### Minimum Qualifications:

- Bachelors degree from an accredited college or university, Masters Degree preferred
- Valid Texas Teaching certificate with required endorsements
- At least three (3) years of experience in the field of Social Studies, five (5) years, *preferred*
- Texas Administrator certification, *preferred*

### Special Knowledge/Skills:

- Knowledge and highly qualified in the field of social studies
- General knowledge of curriculum and instruction
- Ability to instruct, model and mentor instructional staff
- Strong organizational, communication, and interpersonal skills
- Proficient in use of technology
- Ability to communicate effectively (verbal and written);
- Ability to interpret policy, procedures and data
- Able to coordinate district functions
- Valid Texas Driver's License

### Primary Purpose:

Direct and facilitate all facets of the District's PK-12 social studies instructional curriculum, pedagogy, assessment, and technology. Mentor and model for all teaching staff when appropriate. Coordinate the planning, development, monitoring, and training for the District's Social Studies curriculum and provide leadership for the delivery/revision of the curriculum. Provide students with appropriate learning activities and experiences to supplement the core academic subject area assigned to meet standards for individual children deemed most in need, or a school wide approach to improve the overall instructional program.

### Performance Responsibilities:

1. Applies the findings of research to improve content, sequence, and outcomes of the teaching/learning process of Social Studies, and other areas assigned.
2. Utilizes knowledge of (Social Studies, and other areas assigned) curriculum content and implementation process to facilitate feeder pattern development of appropriate learning experiences for staff and students.
3. Coordinates with campus level administration to conduct and/or coordinate campus based professional development.
4. Coordinates and monitors Social Studies and assigned grants.
5. Establish and maintains district wide (social Studies, and other areas assigned) networks in order to facilitate collaboration, support and feedback for curriculum alignment and development of benchmark assessments.
6. Perform demonstration lessons that incorporate effective (Social Studies and other area assigned) teaching strategies.

7. Facilitates the use of instruction in Social Studies, and other areas assigned in the teaching/learning process.
8. Collaborates with the Textbook Adoption Committee to review, evaluate, and select state and locally adopted textbooks and resources.
9. Obtains and shares updated current research about national/state standards, trends, and methodologies.
10. Works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis to ensure alignment with the TEKS and State Mandated Assessments.
11. Evaluates, selects and implements the use of technology as it relates to Social Studies.
12. Oversee the District's SHAC and PE curriculum.
13. Over see the District's acquisition of textbooks.

**Other:**

14. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
15. All duties assigned must meet federal and state standards, district policies and procedures related to activities in compliance under Federal Program requirements.
16. Support the goals and objectives of the school district and follows all district policies.
17. Maintain a professional level of confidentiality concerning personnel and students.
18. Upholds and adheres to safety rules and policies of the CISD safety program.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Works with frequent interruptions and maintains emotional control under stress. Short turn around time for projects is essential. Repetitive hand motion; prolonged use of computer terminal; must be able to lift 40 lbs. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Signature

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Date