

Fairfield Public Schools
Fairfield, Connecticut

- I. **JOB TITLE:** **Program Director of Social Studies**
Curriculum focus- Social Studies PK-12
- II. **CERTIFICATION/QUALIFICATIONS:** Intermediate Administrator Certification, Social Studies Grades 4-12; Previous leadership experience preferred.
- III. **WORK YEAR:** 12 months
- IV. **REPORTS TO:** Executive Director of PK-12 Literacy; Chief Academic Officer
- V. **JOB GOAL:** To provide leadership at the PK-12 level for the effective implementation of Social Studies curriculum and cross-curricular Evidence-Based Learning.
- VI: **MAJOR RESPONSIBILITIES:**
1. Oversee the district focus necessary for a dynamic PK-12 Social Studies curriculum focused on a high level of student engagement through authentic and academic learning experiences.
 2. Create, implement, supervise, and evaluate a knowledge-based and content-rich curriculum.
 3. Oversee the district focus necessary for Student-Centered Learning PK-12.
 4. Work closely with the Executive Director of PK-12 Literacy, the Chief Academic Officer, and the entire senior leadership team to ensure vertical articulation and consistent implementation of Social Studies PK-12.
 5. Supervise and evaluate teachers as determined by the Chief Academic Officer and building-level leadership.
 6. Support the implementation of district programs and curriculum. Provide guidance to school leaders and teachers on evidence-based practices.
 7. Lead and assist school leaders in analyzing data to improve student achievement. Analyze student performance data to inform practice and present findings.
 8. Lead and organize visits to elementary and secondary programs with respective staff.
 9. Provide leadership necessary for the Social Studies Department to function effectively.
 10. Assist teachers in integrating Student-Centered Learning tailored for Grades PK through 12 that demonstrates and supports instructional practices utilizing technology integration and cross-curricular collaboration.
 11. Oversee the district's focus on integrating an evidence-based learning methodology to provide learning opportunities for students.

12. Assist teachers in the development of assessments, including common, formative, summative, and project-based assessments that align with Fairfield's curriculum.
13. Plan, implement, and oversee all curriculum development and revision projects, including presentations to the BOE and other stakeholder groups.
14. Foster communication within the Executive Leadership Team by maintaining a collaborative and thoughtful approach to operating as a team.
15. Foster communication in Social Studies PK-12 to engage and inspire innovation, collaboration, and creativity.
16. Under the Chief Academic Officer, oversee processes such as textbook adoption, professional development implementation, and instructional coaching and improvement.
17. Collaborate and communicate effectively with building administrators in matters specific to department or school issues or needs.
18. Participate on the team as part of the teacher induction process to Fairfield Public Schools and serve as an ongoing resource to teachers in PK-12. Be the direct support for new teachers in the social studies department, including providing mentorship and partnerships through the induction and TEAM programs.
19. Provide input to the Executive Leadership Team during budget preparation with equipment, staffing, and materials, including price and/or bid information on texts, supplies, and equipment repairs. Maintain the department's budget throughout the fiscal year with appropriate resource allocations.
20. Plan and develop group and individual professional learning plans, presentations, and programs for teachers and administrators.
21. Supervise the Social Studies curriculum, instruction, and assessment articulation from pre-kindergarten through twelfth grade for alignment to state and federal standards, district and board goals, and interdisciplinary connection.
22. Plan and implement instructional improvement through cross-curricular integration of the curriculum's content knowledge and skills throughout the PK-12 system.
23. Improve student performance, including (but not exhaustive) Smarter Balanced, PSAT, and SAT, as a direct result of the implementation of the social studies curriculum and the position's leadership.
24. Maintain and keep the district's electronic curriculum platforms up to date.
25. Maintain membership and provide leadership at the district's professional development and evaluation council.
26. Address parent and community concerns regarding the social studies academic program and its resulting student performance.

27. Collaborate with building-level leadership while maintaining and supporting the district's focus, vision, and goals.
28. Any other duties as assigned by the Chief Academic Officer or Executive Director of PK-12 Literacy.
29. Assist in any other district functions as requested by the Superintendent or designee.

Revised 7/10/03

Revised 5/1/05

Revised 5/9/08

Revised 6/4/13

Revised 7/25/17 Program Director

Revised 9/23/20

Revised 4/7/2025