

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work collaborating with division personnel, school administrators and teachers to provide leadership regarding staff development and social studies programs; assists School Division with compliance information and processes. Does related work as required. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Directs the school division's Social Studies and Staff Development programs; assists school administration with compliance information and processes.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs the school division's history and social science (HSS) program, K-12.
- Facilitates program/curriculum development and monitoring; professional development; assessment development and support; financial management of grants and local funds; and change efforts related to assigned programs
- Serves as a resource to teachers, principals, district-level colleagues, parents, school board members, and the community.
- Coordinates the district's civics education initiatives,
- Serves a state and national liaison in assigned areas.
- Provides administrative support for all academic guidance programs, to include secondary program of studies development; state and national course code compliance; transcript, graduation, and diploma compliance; active records compliance and transfers; and virtual schooling compliance.
- Ensures compliance of all federal and state regulations regarding high school graduation requirements.
- Performs additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and federal laws, regulations and procedures related to instructional services including litigation; strong leadership attitude; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Master's Degree in an appropriate area (HSS, curriculum and instruction, or administration and supervision) and a Virginia Postgraduate Professional license (or equivalent) are required. A minimum of three years of exemplary teaching or counseling experience is required (history or social science instruction preferred); Experience or endorsements in HSS, administration and supervision, and/or curriculum and instruction are preferred; an administration and supervision endorsement required.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.