



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Academic Social Studies Supervisor
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Executive Director of Curriculum and Instruction

**Position Summary:**

The primary function of the Academic Social Studies Supervisor is to develop and implement, monitor and refine assigned district wide, K-12 academic program in Social Studies.

**Essential Functions:**

- Assist in preparation, administration, and delivery of staff development activities that may be of value in improving social studies.
- Observe classroom instruction and provide feedback to teachers and/or principals and other administrators for the improvement of instruction.
- Assist campuses in developing differentiated instruction for the success of all student populations.
- Assist teachers in finding solutions to curricular and instructional concerns in social studies.
- Assist in securing materials designed to assist teachers in the improvement of instruction and evaluate their effectiveness.
- Gather and analyze data from a variety of sources to inform curricular and program planning.
- Assist in the evaluation of programs to measure their effectiveness.
- Assist with coordination and evaluation of social studies benchmark assessments.
- Lead the textbook adoption process for social studies.

**Curriculum Development**

- Coordinate vertical teams and other campus staff teams to address curricular and program issues in social studies.
- Coordinate with vertical teams and other campus staff members to horizontally and vertically align curriculum in social studies.
- Provide leadership and assist in the preparation of curriculum documents, course outlines, and teaching plans for subject(s) in social studies.
- Assist in developing best practice strategies and activities designed to enhance the improvement of instruction.

**Policy, Reports, and Law**

- Execute board policies and administrative guidelines.

**Budget**

- Participate in grant writing activities to obtain program funding.
- Assist with the selection and purchase of supplemental equipment and supplies for social studies.
- Expend curriculum budget funds appropriately to support curriculum development and instructional activities.



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**Communication**

- Provide administrators, teachers, and staff with the results of conferences, workshops, research, and other activities that may be of value in improving social studies.
- Demonstrate skill in conflict resolution with administrators, parents, teachers, and staff and community.

**Community Relations**

- Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.

**Experience:**

- Required: 5 years' experience and Master's Degree in subject area
- Preferred:
  - Experience in curriculum department
  - Experience in textbook ordering/disbursement
- Provide quality science staff development to all instructional staff as it pertains to CLEAR and Kaplan.

**Education:**

- Master's Degree in Subject Area
- Missouri Teacher Certification – Science K- 12 specialty

**Knowledge, Skills, and Abilities:**

- Knowledge of curriculum and instruction.
- Ability to organize and coordinate instructional programs in content area.
- Ability to interpret.
- Knowledge of instructional strategies and resources in content area.
- Strong organizational, communication, and interpersonal skills.
- Good organizational skills and capable of performing multi-task.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

