

# FAYETTE COUNTY PUBLIC SCHOOLS

## Coordinator, Social Studies, Gifted and Advanced Placement Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Office of Student Achievement	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent of Student Achievement	<b>WORK CALENDAR:</b>	240 Days
<b>SALARY:</b>	A007	<b>APPROVED (Board):</b>	December 2003
		<b>REVISED:</b>	December 2024; July 2023; September 2022; October 2021; May 2021; February 2018

**SUMMARY:** Coordinates, develops, implements, and monitors programs, policies, and procedures relative to the administration of social sciences, and the gifted and advanced placement programs in the school district

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Work cooperatively with and under the supervision of the Assistant Superintendent to establish guidelines, procedures and priorities for assigned instructional programs
3. Implement and coordinate the K-12 Social Studies, Gifted and Advanced Placement programs; Governor's Honors Program; and student applications for state scholarships
4. Develop and coordinate appropriate professional learning activities for school district employees, including but not limited to effective instructional strategies for implementation with students; provide other assistance to teachers to enhance instructional programming
5. Provide demonstration teaching and instructional coaching to support social studies, gifted and advanced placement
6. Prepare, under the direction of the Assistant Superintendent of /student Achievement, curriculum proposals and matters related to budget and finance
7. Provide leadership to school-based professional learning community leads and department heads to use formative assessment results, write curriculum, discuss problems and exchange other relevant information
8. Facilitate textbook adoption and make recommendations for new instructional materials and equipment for the social studies programs
9. Keep informed on the latest research and instructional practices in social studies, gifted and advanced placement
10. Keep informed of federal and state regulations needed to implement specific programs
11. Interview and evaluate applicants for teaching positions in the assigned curriculum areas when requested by either the supervisor, a principal or Director of Human Resources
12. Remain abreast of changes and developments in program areas through membership and participation in professional organizations; attendance at regional, state and national meetings; enrollment in advanced courses; reading professional journals and other publications, etc.
13. Plan with the Assistant Superintendent of Student Achievement goals and objectives to be utilized in the annual performance assessment
14. Participate in community functions that aid in promoting and explaining programs in the area of responsibility
15. Collaborate with federal, state and local departments and organizations on behalf of the school district
16. Encourage and support participation of teachers in professional learning opportunities
17. Perform other duties as assigned and allowable by intended program

**REQUIRED QUALIFICATIONS:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Five (5) years' experience as a classroom teacher

Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership

Leadership experience, such as Curriculum Contact Person, Department Chair or Instructional Lead Teacher

Proficiency in use of generally recognized administrative/management computer applications

Excellent oral, written and interpersonal communication skills

**PHYSICAL DEMANDS:**

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Master's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Experience developing and revising curricula

Involvement in professional organizations at the national or state level

Teaching experience at both the elementary and secondary instructional level

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.