

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager – Social Studies	REPORTS TO:	Director – Literacy
DEPARTMENT:	Literacy, Biliteracy, and Social Studies	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
REVISED:	December 9, 2008		

BASIC FUNCTION:

Plan, organize, develop, and implement Board of Education policies for social studies K-12 curriculum programs; provide districtwide leadership for implementing K-12 social studies curriculum programs; coordinate inservice courses/workshops and other teacher development activities in the social studies area for improvements to curriculum, instructional methods, and pupil achievement; train and evaluate the performance of assigned personnel. Provide site administrative leadership and program direction for the off-campus integration learning experience located at Old Town Historical Park.

REPRESENTATIVE DUTIES:

Plan, organize, develop, and implement Board of Education policies and instructional standards for social studies K-12 curriculum programs. *E*

Work with instructional leaders, specialists, and resource teachers to coordinate curriculum designed to serve K-12 pupils and special populations including gifted and talented, exceptional needs, and second language pupils. *E*

Coordinate inservice courses/workshops and other teacher development activities in the social studies areas for improvements to curriculum, instructional methods, and pupil achievement. *E*

Coordinate textbook pilots and adoptions in social studies areas; communicate with textbook publishers and district Instructional Media staff to determine needs and budget implications. *E*

Serve as district resource for school sites providing social studies curriculum instruction. *E*

Evaluate and recommend selection of textbooks, audiovisual materials, library books, and other materials for the social studies curriculum areas. *E*

Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Provide leadership and direction to an off-campus program located at Old Town with the major emphasis on race/human relations and the social studies program. *E*

Analyze problems, make decisions, and be responsible for those decisions. *E*

Foster positive relationships with Old Town facilities aimed at reinforcing student learning. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in social studies programs and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Provide technical expertise, information, and assistance to the director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Review existing and pending legislation related to procedural guidelines and the district's social studies curriculum and recommend origination, modification, or support of legislative measures. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers. *E*

Participate at meetings involving parent/community groups and others to provide information regarding curriculum programs. *E*

Participate in or lead major community-related projects involving social studies or other assigned instructional areas; lead districtwide committees on social studies curriculum development. *E*

Assist in developing proposals for grants and other non-district funds related to instructional improvement programs; monitor expenditures of funds within assigned area of responsibility. *E*

Attend conferences, meetings, and other activities sponsored by County education offices, professional organizations and State and national education groups. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree in a related field and two years of experience in educational administration, instructional improvement programs or developing multicultural humanities curriculum programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern theories, techniques, and methodologies of instruction and school operation.

Principles and techniques of budget preparation and control.

State social studies content standards, K-12.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction to assigned social studies curriculum programs and to an off-campus program with the major emphasis on race/human relations and the social studies program.

Plan, organize, and administer social studies curriculum program activities for the district.

Analyze problems, make decisions, and be responsible for those decisions.

Train and evaluate assigned staff.

Review existing and pending legislation related to procedural guidelines and the district's social studies curriculum program and recommend origination, modification, or support of legislative measures.

Foster positive relationships with Old Town establishments aimed at reinforcing student learning.

Maintain current knowledge of applicable provisions of applicable federal, State and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies and procedures.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Revised 12.09.08

Job Code 1754

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