



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

Position Title:	Supervisor, Academic Social Studies
Payroll/Personnel Type:	12 Month
Job #:	8405
Reports to:	Executive Director of Curriculum
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The primary function of the Academic Social Studies Supervisor is to oversee the implementation of curricula – as it relates to social studies.

Essential Functions:

- Knowledgeable of alignment of CLEAR and Kaplan curricula according to Missouri Standards and Grade Level Expectations
- Provide a quality social studies staff development to all instructional staff as it pertains to CLEAR and Kaplan
- Perform cross functional duties
- Provide leadership and site support to all academic initiatives of the district
- Assure equitable distribution of supplies and textual materials across the district
- Work with general and special education teachers to improve student achievement and support academic initiatives
- Make regular site visits to observe instruction, provide constructive feedback to instructional staff to improve delivery of instruction
- Support the implementation of Advanced Placement courses
- Plan and/or write proposals and contracts
- Maintain and adhere to compliances with all awarded contracts and grants
- Performs other duties as required

Knowledge, Skills, and Abilities:

- Knowledgeable of CLEAR and Kaplan curricula
- Able to articulate the social studies concepts and objectives Pre-K– 12
- Able to interpret and analyze data to improve student's achievement and teacher learning
- Facilitate training sessions
- Excellent oral and written communication skills
- Able to maintain professional working relationships with staff, teachers, vendors and agencies

Experience:

- Requires a minimum of five years of successful teaching and administrative experiences
- Knowledge of CLEAR and Kaplan 9 – 12 curricula
- Provide quality social studies staff development to all instructional staff as it pertains to CLEAR and Kaplan

Education:

- Bachelor of Arts in Education (required)
- Missouri Teacher Certification – Social Studies K- 12 specialty



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