

Newburgh Enlarged City School District
Job Description

TITLE:	Director of Humanities, K-12
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REPORTS TO:	Assistant Superintendent of Curriculum & Instruction
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. New York State permanent teacher certification in Social Studies, or ELA required 2. New York State certification as School District Administrator (SDA) or School District Leader (SDL) required 3. Minimum of five years of successful Social Studies or ELA/Literacy teaching experience 4. Demonstrated experience with all facets of the APPR process, including the observation of teachers and the development of pre- and post-assessments. 5. Extensive knowledge of a wide variety of instructional strategies and student grouping/classroom organizations to promote active student engagement and critical thinking 6. Demonstrated knowledge of the content and research-based framework of the NYS Social Studies & ELA Framework and State Standards 7. Experience with instructional programs and strategies for identifiable student populations, such as English Language Learners and Students with Disabilities 8. Familiarity with the methods and materials that promote technology-enhanced instruction 9. Strong interpersonal skills 10. Strong oral and written communication skills 11. Focus on Humanities and experience in Literacy in the content areas
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JOB GOAL:	The Director of Humanities, K12 will monitor, evaluate and contribute to the improvement of the Social Studies and ELA program for grades K-12. The director will work with district and building administration to evaluate program effectiveness and tailor assistance to teachers based on the goals and identified needs of the NECSD.
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Formally coordinates, collaborates and communicates priorities with school leaders on a regular basis 2. Collaborates with school administration in supervising instruction and evaluating teaching performance for Social Studies/Humanities staff 3. Oversees the development of pre- and post-assessments, and approves targets of Student Learning Outcomes (SLOs) for Social Studies in alignment with the NECSD APPR Agreement 4. Supports schools with the observation of teacher practice, using the Danielson Teaching Framework 5. Assists in interviewing and hiring Social Studies/Humanities teachers in collaboration with building principals 6. Employs a variety of strategies to build the capacity of teachers in effective instructional and assessment practices that respond directly to the requirements of the NYS Learning Standards, including individual and/or group learning opportunities 7. Assists teachers with broadening and deepening their Social
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<p>DUTIES AND RESPONSIBILITIES: (continued)</p>	<p>Studies/Humanities knowledge by facilitating inquiry-based processes such as small group PD sessions, study groups, lesson studies, and demonstration lessons</p> <ol style="list-style-type: none"> 8. Collaborates with the Director of Elementary Education to plan, improve and ensure the presence of Social Studies/ content and skills in formative assessments for grades K-5 9. Collaborates with grade 6-12 administration to plan, improve and oversee the Social Studies testing program for secondary grades 10. Advises the principals on class loads and teacher subject assignment 11. Provides support in analyzing student achievement data and assist in the facilitation of the schools' data team meetings 12. Coordinates departmental curricular revision, rewriting and course distribution 13. Conducts yearly inventory of teaching materials 14. Identifies, provides, and assists teachers in the development of curriculum-aligned classroom materials 15. Serves as chairperson of Social Studies textbook selection committee 16. Builds and maintains the schools' resources for continuous instructional growth of teachers and administrators, including texts, multimedia, website links, technology software, research studies and articles, and lesson plans and demonstration lessons 17. Uses APPR data and student achievement outcomes to generate district-coordinated courses for teachers and administrators 18. Collaborates with building Principals and Assistant Principals in designing the form and content of building-based staff development in alignment with the NECSD Professional Development Plan (PDP) 19. Informs building leadership team of the progress of professional development needs and initiatives on a regular basis and collaborate with the building leadership team to modify the building's PDP as needed 20. Plans, organizes and facilitates regularly scheduled Social Studies/Humanities department teacher meetings and/or grade-level meetings 21. Prepares summary reports for the principal, the Superintendent and the Board on the status of Social Studies/Humanities programs 22. Prepares and administers the budget for the Social Studies/Humanities department 23. Identifies best practices and resources for the NECSD knowledge-sharing platform 24. Plans and coordinates the Extended School Day and Extended School Year programs under Title I and the general fund for AIS and/or Talent Development purposes 25. Performs additional duties and assignments upon request by the immediate Supervisor or the Superintendent
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