



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A

P.O. Box 879

Fayetteville, Georgia 30214-0879

Coordinator, Social Studies, Gifted and Advanced Placement

DESCRIPTION: 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.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from a Professional Standards Commission approved accredited college or university in a relevant education field
2. Five (5) years' experience as a classroom teacher
3. Hold or eligible for a valid Professional Standards Commission approved certificate in educational leadership
4. Leadership experience, such as Curriculum Contact Person, Department Chair or Instructional Lead Teacher
5. Proficiency in use of generally recognized administrative/management computer applications
6. Excellent oral, written and interpersonal communication skills

PREFERRED QUALIFICATIONS:

1. Masters' degree from a Professional Standards Commission approved accredited college or university in a relevant education field
2. Experience developing and revising curricula
3. Involvement in professional organizations at the national or state level
4. Teaching experience at both the elementary and secondary instructional level

ESSENTIAL DUTIES & RESPONSIBILITIES:

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. Prepare curriculum proposals and make budget recommendations for submission to supervisor
6. Provide leadership to school-based Professional Learning Community Leads and department heads to write curriculum, discuss problems and exchange other relevant information
7. Facilitate textbook adoption and make recommendations for new instructional materials and equipment for the social studies programs
8. 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
9. 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.
10. Collaborate with federal, state and local departments and organizations on behalf of the school district
11. Perform other duties as assigned and allowable by intended program

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.

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.

REPORTS TO: Assistant Superintendent of Student Achievement

SALARY: Salary is based on A007/240 Days of the Fayette County School System's Administrative Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans.

ADDITIONAL COMMENTS:

Applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma/high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of the Fayette County Public School System not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).