

**Fairfield Public Schools**  
Fairfield, Connecticut

- I. JOB TITLE: Secondary Curriculum Leader for Social Studies
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator Certification or Department Chairperson Certification
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Director of Secondary Education
- V. JOB GOAL: To provide leadership at the secondary schools for the effective implementation of the Social Studies Department curriculum.
- VI: MAJOR RESPONSIBILITIES:
  1. Support the implementation of district initiatives.
  2. Assist school leaders in the implementation of data teams and school improvement plans.
  3. Participate in instructional rounds.
  4. Provide leadership necessary for the Social Studies Department to function effectively.
  5. Assist teachers in integrating student-centered instruction that utilizes 21st century skills and supports the academic expectations at the middle and high school level.
  6. Assist teachers in the development of assessments including formative, summative and project-based that are aligned with the Fairfield Curriculum.
  7. Plan, implement and oversee all curriculum development and revision projects, including presentations to the BOE.
  8. Evaluate teachers as determined by the district teacher evaluation plan.
  9. Communicate with building administrators in matters specific to department issues.
  10. Foster communication within the department by maintaining routine departmental processes, e.g. textbook adoption, distribution of professional development opportunities.
  11. Provide orientation and support to teachers new to the department.
  12. Support staff and building administrators during the budget preparation process.
  13. Assist in any other curriculum/department functions as they arise