

Central Bucks School District
Position Description

Position Title: K – 12 Social Studies Curriculum & Instruction and Success Plan
Department: Teaching and Learning
Reports to: Director of Teaching and Learning

Summary: Provides leadership in the development, implementation, and evaluation of K-12 Social Studies programming and supports district and school based innovative practices. Coordinates all meetings and fulfillment of the requirements within Chapter 339 related to Career Education and Work Standards and completion of Career Readiness Benchmark Task completion and monitoring.

Essential Duties and Responsibilities:

K – 12 Social Studies Curriculum and Instruction: Development, implementation, coordination and evaluation of the instructional programs and services in social studies education.

1. Develop, implement, coordinate, and evaluate the social studies instructional program at the elementary and secondary levels. Make recommendations for continuous improvement to the district social studies program.
2. Work with the Director of Teaching and Learning, Principals, Curriculum Supervisors/Coordinators, Staff Developers, and Staff to ensure instructional programs and services are uniformly delivered and assessed within all schools.
3. Assist with curriculum development by initiating and coordinating the review/revision process to maintain congruence among the written, taught, and tested curriculum.
4. Coordinate the selection of textbooks and instructional materials.
5. Provide ongoing professional learning opportunities and differentiated supervision to develop teachers' instructional pedagogy and professional skills.
6. Facilitate grade level, course alike, and department meetings to assist with data analysis, curriculum alignment, instructional strategies, and assessment.
7. Facilitate department meetings to strategically work toward district goals.
8. Stay current on research-based instructional strategies by attending professional development sessions and reading professional educational research. Actively seek training and information, which will enhance skills and knowledge related to responsibilities.
9. Coordinate the recruitment, interviewing, and recommendation for hire for all professional staff vacancies within the department.
10. Analyze social studies assessment data and share reports to administration and staff.
11. Prepare the district social studies department budget.
12. Other duties as assigned.

District Success Plan Supervisor: Coordinate plan for creation and completion of all Career Readiness Benchmark Indicator tasks required by Central Bucks students as part of the Success Plan designed to provide instruction on the Career Education and Work standards.

1. Work in collaboration with the Technology and Innovation Department to maintain systems for managing, reporting on, and communicating students' status toward meeting the statewide graduation requirements.
2. Coordinate districtwide career readiness initiatives, including the collection, monitoring, and validation of student evidence demonstrating attainment of Career Education and Work standards.
3. Collaborate with teachers, counselors, administrators, and program leaders to integrate career awareness, exploration, preparation, and planning experiences across all grade levels.

4. Provide leadership and professional learning to support consistent implementation of career readiness expectations, documentation procedures, and evidence collection practices throughout the district.
5. Monitor program effectiveness and compliance with state and district requirements by analyzing data, overseeing reporting processes, and recommending improvements to strengthen college, career, and workforce readiness outcomes for all students.
6. Other duties as may be assigned.

Supervisory Responsibilities: Supports principals in the supervision of social studies instruction. Evaluates performance of secretary to supervisor of curriculum & instruction and the curriculum clerk.

Education and/or Experience: Certification as a Curriculum Supervisor or PK – 12 Principal. Possession of a Master's degree in Educational Leadership, Curriculum Supervisor and/or a related field. Minimum of five (5) years satisfactory professional teaching experience in related field.

Knowledge, Skills and Abilities: Knowledge of curriculum, assessment and instructional issues and methodologies. Strong analytic and communication skills. Demonstrated ability to work with other people.

Physical Demands: Must be able to travel to various school district buildings. Must be able to make oral presentations. Must be available beyond the framework of the normal workday for meetings, presentations, programs, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment: 261 days/12 months

Date Approved:

I certify that I have read and received a copy of the position description.

Employee Signature: _____ **Date:**

Supervisor Signature: _____ **Date:**

The information contained in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Updated September 2026