

Sacramento County Office of Education Job Description

Classification Title: Director I, History/Social Science

DEFINITION

Under general direction, develops, plans, coordinates, manages, and provides curriculum and professional development and coaching in civics, economics, geography, ethnic studies, and history for teachers and administrators; provides technical assistance to local education agencies within the county and statewide; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

- Provides leadership at the state, regional, and local level to develop, plan, organize, coordinate, and provide professional learning activities in History-Social Science for teachers and administrators in grades TK-12;
- Serves on appropriate state, regional, and local committees and workgroups;
- Leads and coordinates communities of practice among educators;
- leads and supports the implementation of policy to inform practice;
- Consults on curriculum development, material selection, and alignment with state frameworks;
- Develops resources and strategies to promote civic engagement and learning;
- Assists administrators and teachers in civics education implementation;
- Assists school districts with student performance assessment and testing;
- Acts as an advocate for appropriate curricular changes and modifications;
- Presents information to local state and national education groups and policymakers;
- Works collaboratively with organizations with content expertise;
- Prepares reports;
- Oversees program evaluation;
- Maintains program files and record keeping systems, prepares and monitors budget and expenditures as requested;
- Selects, trains, supervises and evaluates the performance of professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- Possession of a valid California Administrative Services credential and a valid California teaching credential with a Social Science authorization based on student teaching and bachelor's degree in education or related to Social Science;
- Successful experience teaching elementary or secondary Social Science;
- Successful experience in the development, administration, and monitoring of Social Science curriculum and instructional programs;
- Progressively responsible experience developing curriculum, delivering professional development in Social Science to educators and coaching teachers;
- Experience working in schools as an outside agent.

Knowledge of:

- California Common Core State Standards and History-Social Science Content Standards and Curriculum Frameworks;
- Principles of professional development and training; grant management and reporting requirements;
- Budgetary development and control measures;
- Monitoring and evaluation methods;
- Project based and service learning;
- State and local agencies and organizations participating in curriculum and instructional activities and programs;
- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices;
- Standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to:

- Plan, develop, implement and evaluate curriculum, instructional services, and professional development strategies;
- Plan, coordinate and deliver large-scale trainings and events;
- Prepare, monitor, and maintain budgets;
- Develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate the progress of projects and programs toward achievement;
- Make decisions on a variety of complex matters;
- Work collaboratively and effectively with individuals and groups from diverse backgrounds;
- Manage projects and work at various locations;
- Organize work to meet strict deadlines;
- Collect and analyze data;
- Communicate effectively in both oral and written forms and transmit knowledge and skills to others;
- Establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds;
- Select, train, supervise and manage the work activities of assigned staff;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics:

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

6/2025