



# **JOB POSTING**

<b><u>POSITION(S)</u></b>	<b>Social Studies Chairs (2)</b>
<b><u>LOCATION(S):</u></b>	<b>Elementary and Secondary</b>
<b><u>Qualifications:</u></b>	New York State Teacher Certification in Social Studies Must hold tenure in content subject
<b><u>Responsibilities:</u></b>	Coordinate department efforts in establishing goals and objectives in alignment with school and district goals <ul style="list-style-type: none"><li>• Assist department staff with analyzing student data to improve instruction and student outcomes</li><li>• Support department staff in developing highly effective instructional strategies and classroom techniques to produce successful student outcomes</li><li>• Provide input to school administrators with budget preparation for the department's supplies, materials, equipment and textbooks</li><li>• Conduct department meetings</li><li>• Participate in appropriate district-wide meetings as directed by the Assistant Superintendents for Education</li><li>• Give input in developing the master schedule for department staff and assist with staffing concerns</li></ul>
<b>Work day/year:</b>	Works a minimum of an additional hour after the teacher workday (8hrs) Works a minimum of the teacher school year (185 days)
<b><u>Reports to:</u></b>	Assistant Superintendents for Elementary (1) and Secondary (1) Education
<b><u>Salary:</u></b>	\$3,000.00 stipend

**Deadline for Applying:** December 1, 2011

**Apply to:** *Human Resources*  
*1 Academy Park*  
*Albany, New York 12207*

**Date:** November 15, 2011