

Project Facilitator, K-12 Social Studies

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

Position Summary

The individual selected the K–12 Social Studies Project Facilitator position will coordinate and provide specialized support for K–12 teachers and administrators in the development of effective social studies programs. In addition, the individual will develop and implement social studies training for K–12 administrators and teachers. The project facilitator will collaborate with local, regional, and state organizations, businesses, and institutions of higher education. The individual selected for this position is responsible to the Director of Humanities, Curriculum and Instruction (CID), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supports state social studies initiatives and curriculum, as required.
2. Plans and develops new and/or revised curriculum for K–12 social studies.
3. Plans, prepares, and conducts professional learning opportunities for K–12 teachers.
4. Works effectively with administrators and classroom teachers at assigned schools to implement effective social studies instruction.

5. Provides support to administrators for social studies education through professional learning opportunities and Clark County School District curriculum.
 6. Collaborates with a variety of divisions, departments, and institutions to provide teachers with strategies that lead to improved student achievement.
 7. Assists the social studies team in the selection of teacher taskforces and works with those taskforces to create new and/or revised social studies curriculum with the integration of technology.
 8. Maintains appropriate documentation of all project activities.
 9. Works with administrators and teachers to facilitate the implementation of Professional Learning Communities (PLCs).
 10. Develops templates and monitor PLCs.
 11. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. Working knowledge of the Nevada Academic Content Standards (NVACS) for Social Studies and Technology.
 2. Working knowledge of the Common Core State Standards (CCSS) for English Language Arts (ELA) and Literacy in History/Social Studies, Science, and Technical subjects and the ability to integrated social studies curriculum into reading and writing.
 3. A thorough knowledge of K–12 social studies curriculum.
 4. Effective presentation and workshop facilitation skills.
 5. Effective communication (oral and written), collaboration, and interpersonal skills.
 6. Effective skills in planning, organizing, and coordinating activities.
 7. Extensive knowledge of the Curriculum Engine and related resources.
 8. Knowledge of the Nevada Education Performance Framework (NEPF).
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Position Requirements

Education and Training

1. Bachelor's degree from an accredited college or university.
2. Three (3) or more years of experience teaching social studies.
3. Successful experience working with diverse student populations.

Licenses and Certifications

Must possess, or be able to acquire by time of appointment to the position, a Nevada Educational License issued by the Nevada Department of Education.

Preferred Qualifications

1. Master's Degree from an accredited college or university, graduate classes, and experience in classroom applications of social studies and technology.
2. Successful experience in leading professional learning sessions for teachers and administrators in social studies and technology.
3. Willingness and availability to maintain a flexible work schedule conform to project needs (includes evenings and Saturdays) and to attend or lead summer workshops.
4. Training in leadership, workshop facilitation, and presentation skills for adult learners.
5. Ability to work under pressure and meet deadlines.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 06/04/21
- Created: 05/12/14