



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

Title: Social Studies Department Chair (7-12)

Reports to: Director of Teaching and Learning

Key Qualifications:

- Deep content knowledge and teaching experience in social studies (7–12)
- Leadership experience and strong interpersonal skills
- Proficiency in curriculum development, supervision, and evaluation
- Data-driven approach to instructional improvement
- Licensure as both a social studies educator and a supervisor/director in MA

Core Responsibilities:

Personnel Supervision and Evaluation

- Collaborates with Director of Teaching and Learning and Principals to observe and evaluate social studies teachers
- Mentors new and leave replacement teachers
- Recommends hiring/retention based on performance and student data
- Provides model lessons and targeted instructional coaching

Curriculum Leadership

- Oversees curriculum design, revision, and assessment for grades 7–12
- Supports teachers in leveraging technology integration to enhance teaching and student engagement, including data analysis tools
- Coordinates department meetings and pilot programs
- Leads communication across buildings to ensure alignment
- Provides leadership in curriculum evaluation and adoption

Teaching

- Maintains a teaching load as per contract (ensuring credibility and firsthand insight into classroom realities)
- Complete all tasks associated with teaching social studies

Budget and Resources

- Prepares and monitors social studies department budgets
- Maintains supply inventories and coordinates material replacement

Professional Development and Collaboration

- Contributes to the Strategic Plan by setting long-term goals for the social studies department
- Collaborates with the Leadership Team to design professional learning experiences that build staff capacity to achieve goals and improve student outcomes
- Fosters collaboration with other departments to support interdisciplinary learning, civics initiatives, and project-based learning experiences that connect social studies with the Masconomet Portrait Of A Learner
- Liaises with guidance counselors for course planning and pathways
- Participates in district-wide efforts, including assisting administrators with after-school/evening events
- Perform other tasks as assigned by the Superintendent, Director of Teaching and Learning, and Principals.