Who We Are
The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child’s education.

What It Means to Work Here
The San Francisco Unified School District’s strategic plan, “Impact Learning. Impact Lives,” places access and equity, student achievement, and accountability at the forefront of every child’s education. The ideas and actions in the plan focus on one central idea: every child has the right to be well-educated. SFUSD hires teachers and other credentialed professionals who are committed to delivering rigorous instruction to all students, continuous learning and improvement, creating a culturally responsive classroom environment, and building meaningful connections with families and the community.

As a San Francisco public school educator, you will have the opportunity to work with a diverse group of students alongside supportive and talented colleagues. You will be an integral part of the district’s effort to ensure that every student who enrolls in our schools will graduate ready for college, career, and life.

Who We Want
We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

Description
Under the administrative supervision of the Director for Humanities, the History/Social Studies Program Administrator will coordinate and implement program activities and supervise a number of History/Social Studies initiatives and programs. The Program Administrator will be directly involved in developing a Core Curriculum Scope and Sequence for elementary, middle and high school History/Social Studies and ensure articulation between elementary, middle and high school History/Social Studies curriculum to include the Common Core Content Standards in English Language Arts and Literacy in History Social Studies, Science and Technical Subjects; align and monitor human and material resources to correlate with District goals; and perform related duties as required.

Essential Duties and Responsibilities
In accordance with the California Standards of the Teaching Profession, the History/Social Studies Program Administrator works under the supervision of the Director of Humanities and is responsible for the fulfillment of the essential duties set forth below:

1. Plans, monitors, and evaluates the design of the SFUSD History Social Studies K-12 core curriculum and elective programs in grades 6-12; coordinates the work of teacher leaders; consults with staff to identify and resolve issues or conflicts; ensures that programs and/or curricula are designed to achieve the program goals.
2. Recommends and implements procedures, administrative monitoring practices, and controls to ensure the smooth and effective operation of the programs; assists in the development and implementation of programs’ goals, objectives and priorities. Secures and/or provides professional development for the programs.

3. Monitors and evaluates the efficiency of the programs’ service delivery system, organizational structure and other internal operations; identifies and recommends alternative approaches or improvements; implements program modifications and/or enhancements.

4. Oversees the preparation of board resolutions and payment processing for program participants and contractors.

5. Oversees the preparation of and maintenance of reports and data in a timely manner. Reports include intervention program evaluations, student movement data and formal reviews of the programs.

6. Establishes active, cooperative relationships with District staff, administrators, representatives of other agencies, parents, and members of the school community; solicits community support for program and district-wide programs, goals and objectives.

7. Participates in professional growth activities and keeps abreast of developments in the educational field through participation in professional organizations, regular attendance at staff development workshops and professional conferences, and review of professional journals and other publications.

**Minimum Qualifications**

Possession of a valid California Administrative Services Credential and either a California Teaching Credential in the appropriate area or librarian services, as required by California Education Code, Section 44860.

**Disposition**

Prospective candidates must have:

**Knowledge of:** Techniques and strategies for successful management and supervision; performance management strategies related to certificated and classified staff; standards-based instructional models; Health and Welfare Code, Code of Regulations, and San Francisco Board of Education policies and administrative regulations; principles and practices of public school administration, including budget development and maintenance; current applications and use of technology to enhance instructional programs and support administrative activities; and site-based governance.

**Ability to:** Plan, implement and monitor a comprehensive, educational research program which addresses the needs of a diverse student population and meets the District’s goals; select and manage certificated and classified staff with skills and abilities that match program needs and enhance program effectiveness; develop and implement staff performance standards and regularly evaluate performance; mentor and motivate staff by facilitating innovation, supporting efforts to promote new ideas and assisting staff acquire needed skills and materials; design and implement staff development activities through collaboration with administrators and teachers; establish and maintain cooperative relationships and outreach programs for parents and the community to support District goals and program objectives; and align budgetary, human and material resources with program goals.

The length of the work year/ days of service for program administrators shall be per contract. The contract made between the San Francisco Unified School District and the United Administrators of San Francisco is available at http://uasf.net.
Desirable Qualifications
At least 5 years administrative experience in design and delivery of professional development in an academic setting, preferably in a large public, urban school district.

What We Offer
SFUSD offers a competitive salary commensurate with experience, and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

SFUSD is committed to attracting and retaining the best educators in the nation. Benefits of teaching in San Francisco include:

- Competitive salaries determined by experience, education level, and credentials
- Comprehensive medical, vision, and dental insurance for teachers and their eligible dependents
- City and state programs for housing assistance:
- Additional salary stipend of $5000 for National Board Certified teachers and
- Additional salary stipend of $2000 for credentialed teachers teaching in high need schools and a $1000 stipend for teachers teaching high need subject areas.

How to Apply
Go to: [www.sfusd.edu/jobs](http://www.sfusd.edu/jobs)

- Create an account and complete an application. Applications generally take 1-2 hours to complete. SFUSD looks very carefully at the entire application, including the 3 short answer questions
- Go to the “Jobs” tab to view and apply for specific openings.
- Please check back often to connect your application to specific openings as they are posted.
- Applicants will be contacted based on the needs of the district and current selection criteria.

For more information about SFUSD’s mission and Strategic Plan please visit [www.sfusd.edu](http://www.sfusd.edu).

For other questions, contact us at teach@sfusd.edu

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.