

POSITION DESCRIPTION: Academic Coordinator II

California History-Social Science Project

Department of History

University of California, Davis

Salary Range: \$79,344 - \$86,999

50% Variable Position with an end date of June 30, 2020

NATURE AND PURPOSE

Academic Coordinators are appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to organized research units, to students, or to the general public. Determination of the appropriate level for an appointment for an Academic Coordinator shall take into consideration such factors as program scope and complexity. The duties of an Academic Coordinator are primarily administrative. Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title.

The California History-Social Science Project Statewide Office (CHSSP - SO) provides professional development and policy implementation as well as leadership training for teachers of history and social science. Currently funded entirely through extramural contracts and grants, the CHSSP is one of nine discipline-based projects that make up the California Subject Matter Project (CSMP) network, authorized by the state legislature and administered by the University of California Office of the President (UCOP). The CHSSP-SO oversees the work of six network sites at universities around the state of California: UC Berkeley, UC Davis (The History Project at UC Davis), UC Santa Cruz, CSU Dominguez Hills, UC Irvine, and UCLA. In addition to monitoring the work of the local sites, the CHSSP-SO conducts research and development to support site programming. The CHSSP-SO also provides professional development for local site leaders and K-12 teachers from underserved regions in California. The CHSSP- SO works at the local, state, and federal levels to secure funding for its own operation and each of the local sites. As a collaborative of university and K-12 schools, the CHSSP provides support to teachers to develop and enhance the content knowledge and pedagogical skills necessary to implement State Board of Education Standards; supports the improvement of history and social science education by the dissemination of the latest historical scholarship, disciplinary methods and strategies; and supports the development of long-term partnerships with low-performing schools, districts, and counties, especially Program Improvement schools.

This Academic Coordinator position provides leadership and support for the Statewide Project and CHSSP regional sites in the context of the California Subject Matter Project (CSMP) model and mission. This Academic Coordinator conceives of new programmatic and funding initiatives; provides expertise for curriculum creation and implementation; leads the Project's World History initiative; supports strategic planning for the network; develops and supports specific projects. In addition, this Academic Coordinator, who reports to the CHSSP Executive Director, provides academic support for the Executive and Assistant Directors and regional sites in the design and implementation of professional development. This Academic Coordinator also advises the CHSSP Executive and Assistant Directors and Advisory Board regarding changes and developments facing the field and participates in meetings scheduled by the CHSSP Executive Director and Advisory Board.

MAJOR RESPONSIBILITIES

I. COORDINATION AND DEVELOPMENT OF ACADEMIC PROGRAMS (80%)

Project Development:

- Working closely with the CHSSP Executive Director, regional CHSSP sites, statewide CHSSP personnel, and the CHSSP Advisory Board, oversee and support the CHSSP efforts to leverage limited funding through grant writing and development.
- Conceive of and design projects that will further CHSSP goals, including improving curriculum, integrating historical content, literacy skills, and historical thinking into the teaching of history-social science, and raising awareness about the challenges of the discipline as it applies to K-12 students and their schools.
- Research recent scholarship in history-social science and education that is likely to result in improved programming and student learning.
- Create and maintain relationships with school districts and county offices of education around the state to facilitate extramural contracts and provide support for their efforts to improve student achievement.
- Provide support to CHSSP Site Directors, especially those who are new to the network, to secure their extramural grants and contracts with local school districts.
- Provide assistance to CHSSP Site Directors in their development and implementation of research-based professional development programs, particularly in World History.

Project Coordination:

- Implement and maintain various history-social science programs and grants to support teacher content knowledge and pedagogical expertise.
- Provide expert content and pedagogical support for ongoing programs in World History and Literacy.
- Supervise administrative staff, teacher leaders, faculty members, and graduate students employed by CHSSP for World History programs under his/her direction.
- Consult continually with government and school agencies to align curriculum and instruction with state and national standards.
- Monitor program delivery and evaluate success to determine changes in programming.
- Prepare reports showing program activities, outcomes, and resources. Determine if necessary resources are available, properly allocated, and used.

Standards-Aligned Curriculum and Assessment Development:

- Working closely with fellow Academic Coordinators and CHSSP Assistant Director, as well as CHSSP regional site leadership and academic faculty, oversee the development of curriculum and assessment materials for K-12 teachers, aligned with the California History-Social Science Framework and Standards and the Common Core State Standards.
- Incorporate the CHSSP's academic literacy program into curriculum, and research new ways to incorporate into the network developments in the field of academic literacy.
- Pursue and maintain relationships with independent evaluators to study the impact of CHSSP programs upon student learning and teacher practice.

California History-Social Science (CHSSP) Network Support:

- Serve as the chief representative / lead for the CHSSP's World History initiatives, including, but not limited to: the Teaching California curriculum development project, the History-Social Science

Framework Rollout and Implementation project, and statewide initiatives in academic literacy and English Learner support, environmental literacy, and assessment.

- Working closely with the CHSSP Executive Director, Assistant Director, regional CHSSP sites, statewide CHSSP personnel, and the CHSSP Advisory Board, support the CHSSP advocacy campaign to increase and improve K-12 history instruction in California.
- Participate in meetings that are scheduled by the CHSSP Executive Director and the Advisory Board to foster a coherent and coordinated approach to providing professional development programs to schools and districts.
- Advise the CHSSP Executive Director, Assistant Director, and the members of the CHSSP Advisory Board regarding special challenges faced by the field, especially in world history, and seek their counsel regarding possible.
- Collaborate with the CHSSP Executive Director, Assistant Director, and regional CHSSP Site Directors in the development of content and strategies for CHSSP sponsored professional development activities.
- Serve as a lead scholar for CHSSP workshops and institutes, particularly in world history.
- Network support responsibilities include (but are not limited to) event oversight and management, communication, fundraising, meeting leadership and presentation.

II. PROFESSIONAL COMPETENCE AND ACTIVITY (10%)

- Participate in and present at professional societies and conferences such as the American Historical Association, Organization of American Historians, World History Association, and National Council for History Education.
- Provide intellectual leadership and scholarship to programs.
- Keep abreast of federal, state, and local educational policies that relate to the training of teachers, instructional practices, and history education.
- Apply current research on implementing standards-based instruction, assisting low-performing schools, and assessing teaching and student learning to professional development programs designed to increase achievement for all students.
- Stay informed of current scholarship on history education; develop research-based application for use by teachers.

III. UNIVERSITY AND PUBLIC SERVICE (10%)

- Represent the University in a special capacity as scholars during the discharge of responsibilities.
- Participate in the administration of the University by assisting with merit review committees.
- Serve as keynote scholar for presentations and workshops.
- Engage in University service activities such as guest lecturing and committee service.
- Represent the CHSSP and the University in work with teachers, schools, and districts, and with other agencies, archives, museums, government bodies, and departments of history at other post-secondary institutions.

QUALIFICATIONS:

Required: Graduate study in both world history and education. California Teaching Credential. Experience teaching history at both the K-12 and Postsecondary level. In-depth knowledge and experience in historical content, education, and teaching. Strong writing skills to support a moderate level of fundraising, especially through effective grant writing. Excellent administrative and leadership skills with the ability to work with university faculty, staff, teachers, school and district administrators, evaluators, government and foundation agency representatives. Extensive experience leading teacher professional development and related coursework to increase content knowledge of teachers and affect student performance, in both history and student literacy development. In-depth knowledge and understanding of current state education policy in history-social science, especially the California History-Social Science Content Standards and 2016 Framework, the Common Core, and California's English Language Development Standards. Ability to develop and support program growth. Ability to maintain close working relations with CHSSP network and outside funders.

Preferred: Ph.D. in History (World History). Experience with challenges in education, including low-performing schools and the achievement gap. Experience with discipline-specific academic literacy development, implementation, and evaluation. Experience with fiscal management, grant writing, and program implementation. Proficient computer skills and familiar with computer programs and data management systems.

Position requires substantial travel.

Supervisor's Signature

Employee's Signature

Date