Position Summary:
The Curriculum Developer I writes curriculum materials for CCC’s program offerings, using existing curriculum as models. With substantial guidance from experienced curriculum developers and managers, the Curriculum Developer I conceptualizes new lessons that align with existing pedagogy, including suggestions for ELL support and tech integration as appropriate. The Curriculum Developer learns the CCC writing style; develops an understanding of the CCC pedagogy and approach; participates in conversations with other Curriculum Developers and Program Managers; revises work based on detailed feedback; and participates in all steps of the editorial process from manuscript generation through the final stages of production.

Essential Duties and Responsibilities:
• Understand CCC’s mission and pedagogy and fully commit to embodying that pedagogy in lesson design.
• With the guidance of a program manager and writing team, write or rewrite daily lessons, including responding to and incorporating feedback and generating new content.
• Organize and manage individual work (writing, revising, preparing manuscript for publication).
• Participate in the publishing process and work efficiently to meet deadlines.
• Participate in department and organization meetings and team building events.
• Follow through on projects from conceptualization to completion.

Skills and Job Knowledge Required:
• At least three years elementary school teaching experience, preferably in urban settings
• Comprehensive understanding of best practices in literacy instruction, including how standards and ELL supports are incorporated into curriculum design
• Deep understanding of child development and constructivist approaches to learning and teaching
• Familiarity with current technology use in schools
• Ability to think analytically, creatively, and divergently
• Excellent writing skills and careful attention to detail; ability to write for a variety of audiences
• Familiarity with Google productivity and collaboration tools (Google docs; Google sheets) and with Microsoft Office Suite (Word, Excel)
• Ability and willingness to accept increasing responsibility with experience
• Curriculum writing experience is a plus

Education, Certification, Experience:
• Bachelors Degree; Teaching Credential
• Proven ability to write clearly and concisely for a variety of audiences

Physical Demands:
The workplace is a standard clerical office setting, requiring the use of typical office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: There is no relocation available.

Send resumes with subject line: “Curriculum Writer I” to: hr@collaborativeclassroom.org. Direct applicants only – no recruiters. Please visit us at: https://www.collaborativeclassroom.org.