

Job Description

DATE: June 2019
POSITION: Curriculum Developer I
DEPARTMENT: Program Development & Publishing

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>.