Curriculum Lead

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work to the organization’s mission. CodeVA is committed to equitably supporting learners and educators, to building sustainable and collaborative communities, and to employing creativity and problem solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

As a key member of the CodeVA's Curriculum Team, the Curriculum Lead will design, write, and supervise the creation of computer science learning products in the area of their specialty and assist team members through review and feedback to generate high quality resources for Virginia's computer science learners.

**Major Responsibilities**

**Curriculum Team Role**

- Oversee curriculum work groups responsible for developing computer science curriculum. This includes setting scope and sequence of products, scheduling collaborative work time and meetings, providing team communication, tracking project timelines through project management software and email, and reporting progress to the Curriculum Manager.
- Develop curricular products for professional learning sessions, classrooms, students, and communities for various platforms in different modalities. This includes printed, digital, and web materials.
- Work with project partners to implement and evaluate curricular products as expressed in agreements and grant proposals.
- Facilitate training sessions and webinars as needed.
- Coordinate with the Educator Programs Faculty Administrator to ensure all instructional faculty have the training and information necessary to conduct high quality professional learning sessions on integrated computer science curriculum.
- Coordinate with the Curriculum Faculty Administrator to ensure all curriculum faculty have the training and support needed to generate high quality curricular materials.
• Coordinate the creation of computer science curriculum products and materials as required by funded projects with internal teams and external partners

External Relationships

• Collaborate with external curricular partners on design and development of computer science curricular products; to handle communication, attend meetings, take notes, and track timelines and deliverables
• Participate in the broader computer science education community and maintain an awareness of resources and emerging trends that may impact computer science education
• Represent CodeVA at conferences, workshops and summits through participation and/or presentations
• In collaboration with the Volunteer Coordinator, work with corporate volunteers as they review CodeVA curricular resources. This includes distributing the material for review, collecting and passing feedback to the Curriculum Manager and writing teams, managing deliverables and communicating about deadlines

Internal Collaborations

• Collaborate with the Curriculum Manager in the development and implementation of strategic plans for the integration of computer science into core curricula
• Coordinate promotion and design of new curricular resources with the Engagement Specialist, Graphics Coordinator and Marketing Coordinator
• Oversee the publication of curricular materials to CodeVA’s GoOpenVA platform and other publication websites, including copyediting, plagiarism review and version control
• Collaborate with curriculum team members in the development of resources, research, materials packets, and agendas for new curriculum-writing project teams
• Coordinate the hiring process of project specific part-time/contract Curriculum Writers with the Curriculum Manager and the Human Resources Manager
• Participate in the development and publication of articles, web content and books about computer science education
• Attend weekly Curriculum Team Department meetings, cross-departmental team sync up meetings, CodeVA staff meetings, and serve on assigned working groups, committees and impact teams as assigned by the Curriculum Director

Data Driven Practices

• Collaborate with the Research and Evaluation team to collect feedback on published curricular materials and provide information for curriculum writing teams in updating curricular materials
• Support systems to track distribution and downloads for published curricular materials, and provide report data to internal teams about assigned projects and products
• Create and maintain curriculum evaluation tools in response to participant feedback of integration training programs in partnership with the Curriculum Manager and other curriculum department staff
• Create and maintain comprehensive project documentation throughout the approval, development and review process of assigned projects

Required Qualifications

• Bachelor’s and/or advanced degree in Education or a related field OR similar work experience
• 3+ years experience teaching computer science (through integration or standalone coursework) in a K-12 setting
• Programming fluency in a drag and drop and/or text based language (preferred experience teaching beginning to intermediate programming coursework at upper middle school or high school level)
• Demonstrated strong working knowledge of computer science topics and pedagogical approaches for learners at all levels
• Demonstrated ability to manage the work and timeline of a team of writers
• Demonstrated ability to develop lessons, curriculum and ancillary materials that connect computer science in a learner-centered way through a variety of learning modalities (both student and educator level)
• Demonstrated experience in generating integrated computer science related curriculum products
• Ability to review products written by curriculum team members and provide constructive feedback for attaining a higher quality and increased focus
• Copyediting skills to create public facing materials and documentation
• Experience with leading professional development and/or presenting at conferences

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Prolonged periods of sitting at a desk and working at a computer
• Use hands to finger, handle or feel
• Reach with hands and arms
• Occasionally stand and walk
• Occasionally lift up to 10 pounds
Benefits and Salary
Salary: $65,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, as well as generous holiday, sick, and vacation pay.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Monday, October 30, 2023. Please indicate "Curriculum Lead" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.