



Instructional Design Lead

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501c3 based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

As a key member of the CodeVA's Curriculum Team, the Instructional Design Lead will supervise the design and implementation of *CodeVA Connect* platform. This online learning community platform serves as the hub for CodeVA's training and curricular programs. The Instructional Design Lead position is a balance between developing online tools and curricula, managing the users accessing the platform and coordinating the data and analysis of the information the platform generates.

Major Responsibilities

- Manage the *CodeVA Connect* platform. The site is built on the <https://www.aluminati.net/> platform and will launch in summer 2021. It includes the hosting of Professional Learning Communities, dissemination of curricular resources, registration for programs and data collection about user interactions.
- Manage the data collection from the *CodeVA Connect* site, and coordinate with the Research and Evaluation team in analysing the data and updating the platform as needed.
- Manage user registrations for CodeVA programs and user logins for the platform.
- Lead the 'needs analysis' to ensure alignment of tools development for the *CodeVA Connect* platform with division instructional priorities and internal programs.
- Demonstrate a strong working knowledge of computer science, especially at the middle and high school levels, and an established ability to develop lessons, curriculum and computational tools that support in-depth computer science learning.

- Develop digital tools and curricular resources to support CodeVA's professional learning programs and community of teachers as they work to implement computer science in their classrooms and schools.
- Manage curriculum work groups responsible for developing computer science curriculum tools and assets. This includes managing deliverables and deadlines, scheduling meetings and handling team communication, tracking project timelines through project management software and email, and regularly communicating progress to the Curriculum Manager.
- Design and develop curricular materials that are responsive to the needs of CodeVA's online communities of training participants, including digital materials such as videos and interactive programming tools in Javascript and other languages.
- Act as a consultative subject matter expert on programming and computer science on all existing and new instructional initiatives.
- Facilitate training sessions and webinars for CodeVA trainers, staff and curriculum writers as needed. Coordinate with the Faculty Administrator to ensure all faculty have the training and support needed to support training participants using the *CodeVA Connect* platform.
- **External Relationships**
 - Collaborate with external curricular partners on design and development of computer science tools to be hosted on the *CodeVA Connect* platform.
 - 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.
 - In collaboration with the Volunteer Coordinator, work with corporate volunteers as they review CodeVA curricular resources. This includes disseminating the material for review, collecting and passing feedback to the Curriculum Manager and writing teams, and managing deliverables and deadlines.
- **Internal Collaborations**
 - Collaborate with the Curriculum Manager and Education Community Manager in the development and implementation of strategic plans for the *CodeVA Connect* platform.
 - Collaborate with the Education Community Manager in the development of professional learning tools for facilitation.
 - Ensure the Engagement Specialist, curricular leads and all other stakeholders have the data needed to plan for the effective promotion and implementation of *CodeVA Connect* resources.
 - Coordinate with the Curriculum Manager and Content Coordinator on the publication of curricular materials to the *CodeVA Connect* platform including version control, data collection, and streamlining the user experience.

- Coordinate the development of graphical assets for the *CodeVA Connect* platform with the Graphics Coordinator.
- Participate in the development and publication of articles, web content and books about computer science education.
- Attend monthly Curriculum Department meetings.
- Serve on assigned working groups, committees and impact teams as assigned.
- **Data Driven Practices**
 - Develop and maintain the registration interface for the *CodeVA Connect* platform.
 - Coordinate the creation of computer science tools as required by funded projects with the Research and Evaluation team.
 - Coordinate with the Research and Evaluation team in the collection and analysis of the data gathered from the *CodeVA Connect* platform. Use this information in the strategic planning for the platform.
 - 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.
 - Track distribution and downloads for published curricular materials, and provide data to internal teams responsible for promotion and dissemination
 - 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

Required Qualifications

- Bachelor's and/or advanced degree in Education or a related field OR similar work experience
- 3+ years experience teaching in a 6th-12th grade setting
- Programming ability in a text-based language (such as Java, JavaScript, Python) and a strong working knowledge of object oriented programming is preferred.
- DBMS and database design experience preferred (e.g., SQL).
- Instructional Design experience
- Demonstrated ability to manage a team
- Familiarity with public educational systems
- Experience in writing curriculum for adult learners that is focused on engaging and authentic practices
- Experience with leading professional development and/or presenting at conferences
- Familiarity with collecting and interpreting data to make informed decisions

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

Benefits and Salary

Salary: \$60,000 - \$85,000

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, 12 weeks of fully paid parental leave, 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 Friday, April 16, 2021. Please indicate "Instructional Design 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.