

4th-8th Grade Curriculum Writer - Part-Time, Contract (Virtual, Remote)

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.

In support of Computer Science instruction in public schools across Virginia, CodeVA produces curricular materials ranging from classroom lessons for students to professional learning materials for school personnel.

Role

This is a short-term, part-time contract position with up to 5 openings for entry-level and experienced Curriculum Writers to work on a team in support of the Career and Technical Education (CTE) grant project led by Virginia Tribal Education Consortium (VTEC), the non-profit Tribal Education Agency (TEA) formed by and representing all seven federally recognized tribes in Virginia, and funded by the US Department of Education.

The Curriculum Writers selected for this project will pilot CodeVA's Curriculum Twine Storytelling professional development and work with a diverse team of writers under the direction of CodeVA's Curriculum Department. The Curriculum Writers will create curricular materials and Twine interactive programs to design historical and/or cultural stories in Twine and to co-design the dissemination and classroom application of these stories.

- This is a short-term, part-time contract position. The deadline to apply is Jan. 30, 2024.
- Contracted work will take place from March-September 2024.
- Estimated work for this role totals 140 hours (at an estimate of 8 to 10 hours weekly). The pay rate is \$35 per hour.
- All work on this project will take place virtually.
- Curriculum that is created through the completion of this project will be shared as appropriate, and as pre-determined by the writers, VTEC organization, and CodeVA. Materials may be made available as Open Educational Resources (OER) and be made public on the project's website, publications, and other free-to-use educational opportunities.

Job Responsibilities

- Work as a team of writers to develop, write, and revise Twine programs and curricular materials designed under the goals and objectives of the Virginia Tribal Education Consortium's CTE grant project under the supervision of CodeVA's Curriculum Team
- Engage with and incorporate research-based best practices for equity and accessibility to engage Virginia students in relevant and personal learning experiences
- Build and revise curriculum based on group discussions, grant guidelines, and actively seek and incorporate feedback
- Complete CodeVA's Curriculum Writer Professional Development
- Create curriculum materials that are inclusive of Virginia Native students by integrating pedagogical strategies such as land- or place-based education, culturally responsive teaching practices, experiential learning, learning within multiple epistemologies, etc.
- Ensure that all curriculum materials align with Virginia Standards of Learning at the 4th-8th grade level
- Attend all necessary meetings, complete all assigned tasks according to deadlines and provide feedback to other writers on the curricular materials they have developed

Job Qualifications

Required Qualifications

- Experience working for or with Virginia's state- or federally-recognized Native American tribes and possess a passion for translating this experience into curriculum for 4th-8th grade teachers statewide
- Administrative or teaching experience in or affiliation with education programs
- Familiarity with Virginia Standards of Learning at the 4th, 5th, 6th, 7th, and/or 8th grade level
- Be self-motivated, enthusiastic, creative and detail-oriented
- Proficient in Google-based office applications

Preferred Qualifications

- Possess a strong understanding of curriculum writing best practices and demonstrated success with integrated cross-curricular lesson planning and instruction
- Current or past work experience with Career and Technical Education, Information Technology and/or Computer Science

Physical Qualifications

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

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

To be considered for this project, please submit the following materials to hr@codevirginia.org no later than Jan. 30, 2024. Please indicate "VTEC CTE Curricular Lab" in the subject line of your email.

1. Resume/CV
2. Written Response in lieu of cover letter. Please answer the following question in written format and submit it along with your materials: "Why do you want to join this project as a curriculum writer?"

Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.