Institute Overview

Founded in 2010, Law and Civics Reading and Writing Institute (LCRWI) is a solution-based, independent education think tank that conducts multidisciplinary research, application, evaluation and advocacy on how children learn, birth through adolescence. Our non-partisan think tank is especially committed to exploring this issue from the real-life experiences of our most vulnerable children of color who have been placed at risk due to a host of circumstances. We use our own, and child and youth development research from other institutes, to support schools, teachers, administrators, mentors, community residents, and policymakers; providing best practices and common-sense solutions to educational challenges facing underserved children, their families, and communities.

About the Position

This is a part-time, contractor position. The Science Curriculum Specialist is responsible for developing, creating and editing educational content and materials aligned to the Next Generation Science Standards. The ideal candidate will be creative and detail-oriented and must be able to work collaboratively with team members. The candidate must share the company’s vision and commitment to high-quality educational content. Experience in teaching and developing elementary science curriculum for After-School underrepresented students of color is necessary.

Job description

• Design NGSS based questions and answers
• Write assessment-based items that accurately assess student content understanding
• Actively engage in LCRWI-wide thinking, planning, and problem-solving.
• Makes recommendations on updates and changes to curriculum within specific content area and creates/adopts vision documents (i.e. scope and sequence) to help guide after-school staff development.
• Design and implement a science content specific teacher coaching model that includes frequent class observations and regular supervision meetings that cover post conferencing, data meetings, and curriculum revision.
• Meet quality standards and assigned deadlines
• Work collaboratively with other team members to evaluate and edit science content in a professional manner
• Work closely with the curriculum developer in the creation of our after-school curriculum

Requirements
• Bachelor’s degree or higher in education or science field
• 5+ years’ experience teaching and/or curriculum development in science, elementary level is a must and working with underrepresented populations.
• Proficiency with programs such as Microsoft Office and Google Drive
• Prepare and edit workshop materials. • Brainstorm creative ideas for event themes, such as workshops and conferences. Formulate key messages and a strategy for marketing those messages.
• Staff exhibit booths at education conventions.
• Contribute the development of new curriculum materials and projects, such as writing classroom lesson plans, student readings, and web-based resources.
• Careful attention to detail and content accuracy
• Strong creativity and critical thinking skills
• Knowledgeable about current trends in birth-12 education
• Effective time management and organizational skills
• Positive attitude and willingness to learn
• Experience working and collaborating within a team

Resource Development
• Identify potential funding sources.
• Work closely with staff to organize fundraising activities.
• Work closely with staff who are implementing grants and/or contracts.

Networking
• Assist board of directors, community board and staff in developing strategic partnerships with organizations, companies, and individuals with the objective of building the Law and Civics Reading and Writing Institute’s visibility.

• Represent LCRWI to a variety of education audiences, including teachers, educators, teacher unions, community-based organizations, policymakers, researchers, grassroots and community-based organizations, foundations, other organizations in a professional manner.

• Use technology and innovative systems to expand LCRWI’s professional learning brand and promote development opportunities.

**Job Type:** 1099

**Experience:**

• teaching and curriculum development: 5 years or more (Preferred)

**Education:**

• Bachelor’s (Required) or higher

LCRWI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

For more information, visit www.lcrwi.org. To apply for this position, please send all resumes to jobs@lcrwi.org