The Literacy Design Collaborative (LDC) seeks an Associate Director, Curriculum Development to lead the creation of numerous Social Studies curricular modules that focus on the development and assessment of literacy skills for students in Grades K-12.

This position is fully remote, based in a home office, and is available immediately.

This is potentially a term-limited position discontinued two years from the date of hire as the project is tied to a temporary stream of funding. However, the position could be extended into additional projects arising under LDC’s two current federal grants and/or new potential sources of funds.

Who We Are

The Literacy Design Collaborative (LDC) is a non-profit public charity, a 501(c)(3) made up of a community of educators determined to eliminate achievement gaps by providing all students with the same rigorous, standards-aligned, reading-and-writing assignments and well-aligned and responsive instruction that privileged students receive. LDC also provides professional support to help teachers, schools, and school systems effectively implement these kinds of assignments and instruction to maximize student achievement.

Position Summary

This Associate Director, Curriculum Development will meet LDC’s goal to develop a number of standards-driven student writing performance tasks and backwards-designed instructional plans (“LDC Modules”) for K-12 Social Studies that are well-aligned to grade-level standards and meet the expectations of LDC’s curriculum alignment rubric (designed and validated by the Stanford Center for Assessment Learning and Equity). The modules that LDC will develop must align well with instruction that is culturally responsive to the student populations for whom they are being designed. These populations often represent high numbers of students from historically marginalized communities.

An LDC Module includes:

1. A rigorous, high-quality, standards-aligned performance task in which students produce authentic, discipline-specific writing in response to reading complex, authentic texts.
   ○ Each task includes an aligned, standards-driven rubric used for scoring the resulting student work and for providing feedback to students.
2. An instructional plan (ranging from one-to-three weeks in length) that aids the teacher in carefully scaffolding the work of the performance task, while also providing formative assessment opportunities.
   ○ Each instructional plan includes all student handouts and other resources that are needed.

This Associate Director will not generally originate the design of LDC writing performance task modules on their own. Instead, they will co-manage the work of a set of part-time consultants who each will develop the modules, providing crucial quality control.

This Associate Director will be on a team of five, reporting directly to the Director of Curriculum Development. They will also work collaboratively with the team’s other Associate Director, Manager of Program Development, and Chief Program Officer.
Specific Responsibilities

● Co-manage the work of a set of part-time curriculum-design consultants who each will develop LDC modules.
● Assist in developing and executing professional learning and coaching necessary for the curriculum-design consultants to be effective.
● Track progress with respect to goals, targets, and timelines for these consultants.
● Formatively and summatively review the work of these consultants, providing actionable feedback that results in curricular improvement.
● Revise and edit modules to ensure they meet LDC’s quality standards and the goals of a given project, including ensuring that the modules are appropriately culturally responsive.
● Meet deadlines for all modules needed for this project.
● Other similar responsibilities as deemed necessary either for this project’s needs or to serve other similar organizational goals.

What You Bring

Ideally, LDC seeks someone who has experience:

● in the classroom enacting standards-aligned reading-and-writing assignments and backwards-designed instruction;
● leveraging a strong knowledge of college-and-career-readiness standards, particularly for Reading;
● leveraging a strong knowledge of the College, Career, and Civic Life (C3) Framework for Social Studies;
● developing standards-aligned reading-and-writing assignments and backwards-designed instruction;
● developing and/or implementing culturally-responsive instruction;
● quickly learning and acclimating to new and challenging responsibilities;
● coaching and/or providing feedback to educators related to curriculum development;
● project-planning and then executing on a plan to meet time-bound goals while meeting high quality standards;
● managing part-time consultants to achieve organizational goals.

What We Offer

For the duration of this potentially term-limited role, LDC offers a competitive salary commensurate with experience. Strong benefits include a health plan, dental and vision plans, disability, life insurance, and a 401(k) plan with employer matching. We also offer an inclusive environment, and we strive to ensure staff members receive professional development and experiences to continue moving them forward in their careers.

To Apply

This position is being posted in August 2022, and we encourage you to apply as soon as possible given the urgency of the work associated with it.

Please email a resume and a cover letter to jobs@ldc.org addressing why you are interested in LDC and how your experience has prepared you for this position.

Only candidates who closely fit the qualifications will be contacted for an interview.

The Literacy Design Collaborative (LDC) is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. LDC does not discriminate against any employee or applicant for
employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, arrest record, conviction record, or any other personal characteristic protected by applicable law.

Applications for employment with LDC must have valid work authorization that does not require sponsorship of a visa for employment authorization in the U.S.