

## Associate Director, Curriculum Development

**LOCATION:** Virtual/Remote

The Literacy Design Collaborative (LDC) seeks an Associate Director, Curriculum Development to lead the creation of new – and refinement of existing – culturally responsive-sustaining Social Studies curricular modules that focus on the development and assessment of literacy skills and civic knowledge and skills for all Grade K-12 students, including English Language Learners (ELLs) and other students with additional needs.

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

***This is potentially a term-limited position discontinued approximately 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 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 refine existing and develop new 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 literacy and College, Career, and Civic Life (C3) social studies 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, as well as students who are English Language Learners (ELLs).

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 help lead the work – in collaboration with the LDC Content Team and subject-area expert consultants – to create a model for how LDC's social studies modules can meaningfully and effectively align with culturally responsive-sustaining best practices, while also supporting ELL students more effectively. This could be via Universal Design for Learning (UDL) or other similar principles. The educator in this role will sometimes originate the design of LDC writing performance task modules on their own, but more often they will co-manage the work of a set of part-time consultants who each will develop the modules, providing crucial

guidance, quality control, and editing and revision to their work.

This Associate Director will be on a team of eight, reporting directly to the Director of Curriculum Development. They will also work collaboratively with the team's other Associate Directors and Manager of Program Development, as well as with the Chief Program Officer.

### **Specific Responsibilities**

- Collaborate with LDC staff and partners to set an evidence-based vision for incorporating culturally responsive-sustaining principles into LDC's existing model for civic literacy education.
- 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, including ensuring that the modules are appropriately culturally responsive and supportive of ELL students.
- 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 C3 Framework for Social Studies;
- developing standards-aligned reading-and-writing assignments and backwards-designed instruction;
- developing and/or implementing culturally-responsive instruction and/or instruction designed to support the specific needs of ELL and other students with additional needs;
- 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 can offer a salary in the range of \$70,000-\$95,000, depending on experience and regional cost-of-labor (the reason for this wide salary range is that LDC is making multiple hires at once, and is therefore willing to consider candidates with *less* experience for this role than expected if a new-hire in another role is able to take on some of the responsibilities of this role). Strong benefits currently include a fully-funded 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 October 2023, 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](mailto: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.

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*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.*

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