

## Manager, Program Development

LOCATION: Virtual/Remote

The Literacy Design Collaborative (LDC) seeks a Manager, Program Development to provide crucial support to a team creating numerous ELA, Science, and Social Studies curricular modules and professional learning experiences for teachers focusing 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 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

The Manager, Program Development will support LDC goals of (1) developing and/or refining a number of standards-driven student writing performance tasks and backwards-designed instructional plans (“LDC Modules”) for Grades K-12 across ELA, Science, and 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), and (2) developing professional learning experiences for teachers to support their implementation of those modules. Many of the modules and much of the professional learning 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.

The aligned professional learning LDC creates include both synchronous and online/asynchronous experiences.

The Manager will be on a team of eight, reporting directly to the Chief Program Officer. They will also work collaboratively with the Director of Curriculum Development, as well as with other members of the team who lead the development of curricular and professional learning content.

## **Specific Responsibilities**

- Develop and maintain systems and processes to ensure the team is on track to deliver the high-quality curricular modules and professional learning experiences necessary for successful LDC implementations.
- Facilitate clear communication across this team, across the organization, and across the pool of contractors the team utilizes in its work.
- Contribute significantly to curriculum and programming development by engaging in research, quality control, and editing tasks.
- Monitor the work reported by consultants utilized by the team, ensuring that they are well supported to accomplish their tasks.
- Help the team maintain focus on the needs of LDC implementation sites and on the requirements of various grants.
- Meet deadlines for all modules and programming needed for LDC's content development projects.
- Other similar responsibilities as deemed necessary either for a project's needs or to serve other similar organizational goals.

## **What You Bring**

Ideally, LDC seeks someone who has experience:

- working directly in or in close proximity to the classroom implementation of high-quality, standards-aligned reading-and-writing assignments and backwards-designed instruction (classroom experience is preferred);
- working directly in or in close proximity to high-quality professional learning for K-12 educators;
- creatively solving problems with organizational systems and processes, particularly by managing projects, managing data, and sharing information through the use of Google Sheets and other related apps;
- engaging in research tasks to surface responses to requests (ideally related to curriculum, instruction, and/or professional learning);
- carefully and thoroughly paying attention to detail during editing tasks;
- clearly communicating complex sets of information across a team;
- quickly learning and acclimating to new and challenging responsibilities;
- working with culturally-responsive instruction and/or with English Language Learners (ELLs).

## **What We Offer**

For the duration of this potentially term-limited role, LDC can offer a salary in the range of \$65,000-\$80,000, depending on experience and regional cost-of-labor. 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.*