



## Curriculum Specialist

We're looking for a passionate and driven all-star to join our team. If you have the mindset of a champion, are motivated by doing meaningful work and driven to create lasting change for students and families, come join our high-performing, passionate team!

### About Us

Education Opens Doors primary focus is to open doors for middle school students from historically underserved communities by providing rigorous, culturally relevant college and career access curriculum during the academic school day. EOD is an innovative 501(c)(3) nonprofit that believes all students deserve the opportunity to pursue their limitless potential. We are redefining the status quo around college and career access by legitimizing and increasing exposure to college and career knowledge for all middle school students through intentional partnership with schools and teachers.

### EOD Core Values

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

### About Our Star Player

The Curriculum Specialist will support and lead content creation for a wide range of EOD curriculum, tools, and resources designed for educators, students, families, and community stakeholders. We are seeking someone to create fun, engaging, and collaborative lessons that will foster learning and growth. Our star player will bring a strong background in K-12 curriculum, instructional design, and a commitment to ensuring that students have access to culturally relevant college and career curriculum.

### The Star Player will demonstrate

- Innovative thinking, initiative, and creativity
- Ability to manage multiple priorities effectively
- Exceptional writing and communication skills
- Fluency in working across digital, print, and multimedia platforms
- Proven knowledge of instructional learning theories, strategies, and pedagogy
- Commitment to equity and equal opportunity for underserved students

### The Play Book

- Contribute to the development and execution of strategies to expand and refine EOD's portfolio of print, digital, and multimedia tools, resources, and e-learning technologies
- Use instructional skills to design and develop unique learning experiences, processes, and activities for the EOD portfolio



- Write and edit course outlines, video scripts, interactive exercises, facilitator guides, training materials, training modules, teaching aids, and EOD instructional framework
- Contribute to Content Strategy and participate in research and development
- Edit and align EOD curriculum to national (CCSS) and state (TEKS) standards
- Maintain systems for storing and retrieval of EOD curriculum content
- Evaluate the effectiveness of the program and update or enhance curriculum based on feedback from stakeholders, first-hand observation, and feedback on test run of curriculum
- Track national and state standards changes and update curriculum on a regular basis
- Develop continuous creative solutions to meet instructional needs

### **Qualifications**

You should have:

- Minimum 4-6 years of work experience in grades 6-10 education, curriculum and instructional design, education technology, product design, and/or project management
- Bachelor's (B.A. or B.S.) from an accredited four-year college or university required; Masters' degree (M.A. or M.S.) preferred
- Project management proficiency and the ability to work independently and prioritize work streams
- Teaching experience at the middle and secondary levels (preferred)
- Experience with or knowledge of college and career readiness (preferred)
- Proficient in use of Microsoft Word, Excel, and Google Suite
- Track record of developing and maintaining strong working relationships with a diverse group of stakeholders

### **For Our Top Draft Pick**

The starting salary for this position is \$70,000. We also offer a competitive benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers.

### **Application Instructions**

Email your application to [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org). Please include a 1-2-page resumé **and** cover letter explaining your passion and alignment to this position. **Please include salary requirements and a minimum of two references.**

Any questions can be directed to: [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org)

### **Equity Statement**

*Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.*