



Curriculum Writer (Part-Time)

Founded in 2012, [Education Opens Doors](#) equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

Education Opens Doors Core Values

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

Education Opens Doors is seeking a Curriculum Writer (Part-Time) to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the position are listed below.

Role Summary

The Curriculum Writer position is part-time (app. 15-20 hours per week) and will be contracted through January 2022 with the possibility for extension. This individual will be responsible for and lead content creation for a specific EOD curriculum project 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. They 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.

What You'll Be Doing

- Lead the development and execution of strategies to expand and refine EOD's "Regional Curriculum" content, focused primarily on informing middle school students TEA and Dallas ISD college and career pathways and the DFW area workforce market
- Use instructional skills to design and develop unique learning experiences, processes, and activities for the Regional Curriculum within EOD portfolio
- Write and edit course outlines, video scripts, interactive exercises, facilitator guides, training materials, training modules, teaching aids, metric/measurement resources, 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
- Develop continuous creative solutions to meet instructional needs

You'll Bring

- 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
- Ability to work within the parameters of time sensitive requests from external stakeholders

Qualifications

- Minimum 2-3 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
- 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
- Teaching experience at the middle and secondary levels, *preferred*
- Experience with or knowledge of college and career readiness, *preferred*

What We Offer

This is a part-time position consisting of 15-20 hours per week from August 2021 - January 2022. The starting hourly range for this position is \$30 per hour. We also offer a competitive benefits package which includes flexible work from home policies, professional development opportunities, and more.

To Apply

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to employment@educationopensdoors.org. *Incomplete submissions will not be considered.*

Any questions can be directed to 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.