

# Curriculum Developer

One World Project

Brooklyn, NY

Program Director

Posted on January 13, 2020

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## Job Description

### Curriculum Developer Job Description

The Curriculum Developer is responsible for upholding and advancing One World Project's mission through after school and camp program development. The role offers an opportunity to guide, support, and extend the teaching and learning process at OWP and ensure continuity and coherence across the organization's programs. The Curriculum Developer works closely with the Program Director and the Education Director to take forward key educational initiatives.

The Curriculum Developer reports to the Executive Director.

## Responsibilities

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### Curriculum Design & Collaboration

- Collaborating and critically analyzing teaching plans for programs to ensure that activities are thoughtful, intentional, relevant to children and their communities, developmentally appropriate and connected to OWP's mission;
- Being a resource for program teachers to plan lessons/activities and problem-solve challenges that arise in their classrooms;
- Gaining knowledge of local artists, events, and community-based organizations for program teachers to draw from;

- **Crafting and signing off on global plans for all after school and camp programs.**

## **Outreach**

- **Cultivating relationships with parents and the broader community that foster participation and contribute to children's and organization's development;**
- **Representing OWP at teacher recruitment and community events, building relationships with relevant organizations.**

## **Leadership Team Collaboration & Strategic Planning**

- **Collaborating with the leadership team to learn from OWP's past and shape its present and future;**
- **Actively participating in the hiring process for future teachers and administrative staff to ensure that OWP maintains a strong team aligned to the organization's mission.**

## **Personal Development & Growth**

- **In collaboration with the Executive Director, articulating strengths, areas for improvement, and realistic goals to guide growth and reflection;**
- **Seeking and being open to regular feedback from the Executive Director as well as other colleagues;**
- **Actively participating in and preparing for bi-annual appraisal conversations with the Executive Director;**
- **Proactively seeking and engaging in relevant professional development opportunities aligned to personal and professional goals and interests;**
- **Thinking big regarding his/her own growth and future in the OWP family.**

## **Qualifications**

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- **Fluent Spanish; Proficient in English;**
- **Bachelor's degree in Early Childhood Education with an emphasis on bilingual education;**
- **NYS Teaching Certification for Birth to 2nd Grade;**
- **At least two years of experience working with children ages 2 to 10 in school or afterschool settings;**
- **Experience leading and developing teams;**
- **Knowledgeable about New York City-based early and bilingual education programs;**
- **Exceptional written and verbal communication skills as well as proven problem-solving skills;**
- **Initiative and resourcefulness are much desired traits as is a positive attitude and the ability to be a team player; and**
- **Demonstrated commitment to OWP's mission.**

## **Application Instructions**

email resume and cover letter to [joanne@oneworldproject.org](mailto:joanne@oneworldproject.org)