



## **CURRICULUM CONSULTANT**

### **ORGANIZATION OVERVIEW**

NJ LEEP is a four-year college access and success program working with 170+ students from underserved neighborhoods in the greater Newark area. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and 100% of NJ LEEP program graduates have gone on to college, including Amherst, Georgetown, Princeton, Rutgers, Wellesley, Wesleyan, and the University of Chicago. NJ LEEP has won national awards for program quality and innovation, and has been recognized at the US Department of Education and The White House.

### **POSITION OVERVIEW**

This is a new position created as part of NJ LEEP's 2017-21 strategic plan and intended to strengthen the quality of NJ LEEP's College Bound Program by redesigning elements of its curriculum across all four years. The Curriculum Consultant will not be responsible for writing any legal curricula and need not be a lawyer.

Currently NJ LEEP delivers – after-school, on Saturdays, and over the summer – sixteen programs to students. The Curriculum Consultant will be responsible for rewriting NJ LEEP Saturday Writing Program curricula, lesson plans and assessments. The Curriculum Consultant will report to the Managing Director of Programs and will work closely with relevant NJ LEEP staff members to gain insight and perspective.

### **PRIMARY RESPONSIBILITIES**

#### **Curriculum Revision and Assessment**

- Create NJ LEEP's Saturday Writing Program curricula (including lesson plans and creation of assessments) with the goal to provide our students with the highest quality college readiness curriculum possible
- Create a comprehensive assessment strategy for all writing programs
- Create an integrated vision for classroom instruction
- Partner with the Managing Director of Programs and staff to further define NJ LEEP's academic cultural structure and model of community empowerment

### **Observation, Feedback, and Professional Development**

- Create refined systems for instructional observation and feedback and support implementation of new systems
- Train relevant staff on execution of finalized curriculum
- Create periodic evaluation methods to be conducted by Saturday Writing Program staff lead

### **QUALIFICATIONS**

NJ LEEP is dedicated to very specific core principles. Among them are: a commitment to excellence and a willingness to constantly reflect on ways to improve our individual and institutional performance. Additionally, candidates must have the following:

- BS/BA degree from a 4-year college or university
- Experience writing high school curriculum
- Preference for experience working in a college readiness institution
- Extensive knowledge of ELA standards and benchmarks
- Capable of developing and defining a comprehensive vision for academic skill building
- Strong problem-solving skills and attention to detail
- Excellent written skills
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Professional and positive attitude with a willingness to contribute to a positive staff dynamic; a sense of humor is a must

**Compensation:** NJ LEEP offers a competitive compensation.

**Application Instructions:** Interested applicants should submit a resume and cover letter to Razeya Rahman at [employment@njleep.org](mailto:employment@njleep.org) with the subject line “Curriculum Consultant.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by **April 15<sup>th</sup>** will receive priority consideration. The projected start date for this position is June –July 2018.

Due to the volume of applications, only applicants selected for an interview will be contacted.

*NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.*