



25 Love Lane  
Concord, MA 01742  
phone: 978-405-3200  
fax: 978-405-2076  
www.concord.org

## TITLE

Curriculum Developer/Project Manager

## GENERAL DESCRIPTION

The Concord Consortium (CC) is a nonprofit organization that specializes in creating and researching interactive materials that use the power of information technologies to improve teaching and learning in schools. Most of our work is conducted under federal grants. The Concord Consortium was created in 1994 and is located in Concord, Massachusetts. One of our best-known contributions was to develop the Virtual High School, created in 1996 and still active as an independent nonprofit in dozens of states and foreign countries.

The work environment at Concord Consortium is casual and flexible, but fast paced and stimulating. CC provides excellent benefits including medical and dental coverage; flexible spending accounts; life and long-term disability insurance; vacation time, sick days and short-term crisis leaves; tuition reimbursement; and generous retirement contributions.

## SPECIFIC RESPONSIBILITIES

The Concord Consortium is seeking a curriculum developer/project manager. The successful candidate will participate in two new projects, which have developed out of previous work.

### **SmartGraphs**

The project goal is to develop SmartGraphs, document their effectiveness through rigorous research, and scale up so this technology becomes widely available. The project will study the educational value of "SmartGraphs," digital objects that "know" about themselves and that provide scaffolding to students to help them learn about graphs and the concepts conveyed in graphs.

### **Innovative Technology for Science Inquiry: Scale-Up Project (ITSI-SU)**

ITSI-SU is a scale-up of the Information Technology in Science Instruction (ITSI) project, which offers extensive professional development to secondary teachers on the use of probes and models. ITSI-SU will establish four Centers in Kansas, Iowa, Virginia, and Alaska and reach 264 teachers directly. The

project will add 50 activities for grades 3-6 to the existing collection of high-quality, free, computer-based activities already available for middle and high school. The project will also study the impact on teaching, learning, materials adoption, and student interest in STEM and STEM careers. ITSI-SU will launch a fee-based service that can continue the project.

The successful candidate will be able to contribute to the curriculum development of elementary through secondary science and math curriculum as well as to manage large projects.

### **Curriculum development**

- Design, write, produce, and edit curriculum materials
- Work with a team of curriculum writers
- Develop ideas for technology-enhanced explorations
- Ensure high quality of product
- Coordinate information among partners and subcontractors
- Travel to school sites and professional development workshops and conferences, as necessary
- Assist in development of teacher workshops
- Assist in facilitation of teacher workshops

### **Project management**

- Develop a solid understanding of all aspects of the project(s)
- Manage schedules and resources to meet project deadlines
- Facilitate efficient running of the project
- Manage project calendars
- Website overview
- Assist with scheduling and coordination of on-site and off-site teacher workshops
- Track work done among project teams (curricular, research, technical, and school implementation), and coordinating efforts so that project goals are met
- Communicate with schools and ensuring their needs are met
- Work with site coordinators as liaison for curriculum, technical, and other questions about the project(s)
- Maintain project database
- Coordinate hard copy and electronic files of school agreements (human subjects documents, etc.)
- Assist in writing reports for principal investigator

<b>QUALIFICATIONS</b>
-----------------------

Candidates should be qualified to oversee and develop curriculum and professional development materials for secondary math and science and to manage a large and distributed professional development project. Knowledge of U.S. science standards for elementary and secondary students is required. Candidates should be highly organized, able to use technology and communication tools

efficiently and effectively to keep track of large amounts of data, including teacher and student participation in workshops, use of curriculum materials, budget information, and more.

Excellent writing and communication skills are required, as is the ability to work in a team environment. The candidate should also possess demonstrated problem-solving skills and the ability to meet project deadlines.

A master's degree in math, science, or technology with a strong background in science is required. Candidates must possess a knowledge of educational technology.

Preference will be given to candidates who have:

- At least 3 years experience with probeware and modeling
- At least 3 years experience developing curriculum materials
- Experience developing online course materials and webinars (knowledge of Moodle and Elluminate preferred)
- Willingness to travel for workshops and conferences
- Professional experience in project management
- Track record of high-quality work
- Experience in selling education software/materials.

The successful candidate will be required to work on site and must be authorized to work in the United States.

<b>SALARY</b>
---------------

\$60,000 to \$70,000 full time annual salary, depending on qualifications. This is an exempt position.

<b>Projects to Charge</b>
---------------------------

SmartGraphs (50%), Innovative Technology for Science Inquiry Scale-Up (50%)

<b>TO APPLY</b>
-----------------

Please send your resume and cover letter to:

projectmanager@concord.org

attn: Jennifer Glover

The Concord Consortium

25 Love Lane

Concord, MA 01742

The Concord Consortium is an EEO employer. It does not discriminate on the basis of sex, age, race, religion, handicap, national original, sexual orientation, or veteran's status.