



JOB TITLE: Instructional Designer, Early Learning and English Language Arts
STATUS: Full-Time; Exempt
LOCATION: Washington, DC; Remote

ABOUT CENTERPOINT

CenterPoint Education Solutions (CenterPoint) is a growing nonprofit with a goal of reaching 2.5 million students by 2020. We are well on our way towards meeting that goal, having worked with over 60 districts across 15 states, impacting 1.8 million students and 160,000 educators. CenterPoint is an exciting, fast-paced organization that fosters collaboration, encourages innovation, and offers challenging and satisfying opportunities to grow. We are driven by our commitment to catalyze teacher practice, deepen student learning, and promote equity.

We work with educators across the country to build powerful connections between and among curriculum, assessment, and instructional practice and create meaningful learning experiences for all students. At CenterPoint, we lead with our deep content knowledge and offer schools and districts a collaborative, solution-oriented approach to address their instructional needs—from pre-built and customized assessments to curriculum design and professional learning. Our goal is to empower excellent teaching so all learners—particularly our most vulnerable—can excel.

CenterPoint offers a comprehensive benefits package, including medical, dental, and vision insurance; 403b retirement plan with a company match; PTO and 11 paid holidays plus the days between Christmas and New Years' Day; and a flexible work environment.

Please email your resume and cover letter to careers@cpeducation.org.

POSITION SUMMARY

The Instructional Designer is a member of the Humanities Team and plays a critical role in ensuring CenterPoint's products and services are high quality, tightly aligned to college- and career-ready standards and instructional practices, and support CenterPoint's goals of improving teaching and learning. This position will provide content support for our curriculum services, professional learning, and assessment development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Instructional Designer main duties and responsibilities include, but are not limited to:

Content Development

- Participate in the design and development of curriculum material, including writing and reviewing lessons and units
- Participate in the design and development of assessment materials, including writing and editing items, developing blueprints and specifications, and reviewing materials for quality and alignment
- Support the development of high quality, engaging professional learning sessions, webinars, and course material
- Ensure all material and deliverables are high quality, aligned, and meet the needs of CenterPoint's clients

- Work with CenterPoint’s marketing team to develop effective communications for educators, students, and other key stakeholders (e.g., funders, CenterPoint Board) regarding the design and benefits of CenterPoint products and services
- Provide additional project management support, as needed

Outreach and Engagement

- Support facilitation of professional learning workshops, both in-person and via live webinars, to educators to deepen their understanding of assessments, standards, and instructional practices
- Present findings of research, needs assessments, surveys, etc. to clients and partners
- Develop and maintain relationships with school, district, and state leaders (clients and potential clients of CenterPoint)
- Serve as content expert in sales, business development, and/or client training calls, as needed
- Provide additional project management support, as needed

REQUIREMENTS: EDUCATION, EXPERIENCE AND COMPETENCIES

- Bachelor’s degree required; master’s degree in elementary education, reading and literacy, or related field preferred
- At least 5 years related experience in teaching grades preK-2 and/or preK-2 instructional design
- Understanding of the Common Core State Standards and other college- and career-ready standards and in the design of formative assessments aligned to these standards
- Ability to deliver or facilitate professional learning or coaching to a variety of audiences (e.g., teachers, principals, coaches, etc.).
- Work experience in one or more of the following areas:
 - Reviewing alignment between standards and assessment items
 - Using an array of educational technology programs to support development of quality educational products
 - Developing assessments or curriculum (experience with Evidence Centered Design preferred)
 - Designing and delivering professional learning services
 - State or local implementation efforts of college- and career-ready standards
- Comfort and experience working in a fast-paced and highly dynamic, entrepreneurial work environment
- Problem solver and strategic thinker with a team-player approach to work
- Ability to work well under pressure, handle multiple priorities, manage project schedules, and make deadlines while maintaining a strong attention to detail.
- Ability to interact with the most senior levels of an organization and work collaboratively across the organization
- Excellent oral and written communication skills
- A passion for improving student outcomes and a commitment to CenterPoint’s mission and organizational [values](#)