



**JOB TITLE:** Instructional Designer, English Language Arts  
**STATUS:** Exempt; Temporary (position runs through April 30, 2021)  
**LOCATION:** Remote—US-Based

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## **ABOUT CENTERPOINT**

CenterPoint Education Solutions is a growing nonprofit organization that works 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 staff are former teachers, school leaders, and policy makers committed to catalyzing teacher practice, promoting equity and access, and deepening student learning. We are seeking a mission-driven individual to join our team and support our goal of reaching 2.5 million students by the end of 2020.

CenterPoint is an exciting, fast-paced organization that fosters collaboration, encourages innovation, and offers challenging and satisfying opportunities to grow.

Please email your resume and cover letter to [careers@cpeducation.org](mailto:careers@cpeducation.org).

## **POSITION SUMMARY**

CenterPoint is working —as part of a collaboration with multiple organizations—with a large school district to support the design, development, and implementation of a new, culturally relevant, and equity-focused preK-12 aligned system of curriculum, assessments, and professional learning. CenterPoint is responsible for developing 1.) a preK-5 curriculum in English language arts (ELA), 2.) a set of PreK interim assessments, and 3.) and a preK-12 item bank in ELA and mathematics.

The Instructional Designer will join a team of content experts and writers to support the design and development of preK-5 curricular materials for this project.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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The main duties and responsibilities of the role include but are not limited to:

- Serve as a subject matter expert in the areas of literacy and curriculum development
- Participate in the design and development of curricular materials for CenterPoint's district client, including:
  - Writing lessons, playlists, unit plans, and supporting materials
  - Reviewing curricular materials for quality and alignment to the standards and client specifications; revising materials as necessary
  - Supporting text selection for the curriculum units
- Support development of professional learning materials aligned to the curriculum, as needed
- Provide additional project support and coordination, as needed

#### **REQUIREMENTS: EDUCATION, EXPERIENCE AND COMPETENCIES**

- Commitment to CenterPoint's mission and organizational [values](#)
  - 3+ years of experience in preK-5 teaching
  - Knowledge of the Common Core State Standards and other college- and career-ready standards
  - Understanding of curriculum design
  - Experience writing curriculum and other instructional materials required
  - Experience working with EL populations a plus
  - Experience designing or writing assessments a plus
  - Problem solver and strategic thinker with a team-player approach to work
  - Ability to interact with the most senior levels of an organization and work collaboratively across the organization
  - Ability to build collegial relationships with colleagues, partners, and district and state clients to achieve a common goal
  - Excellent oral and written communication skills.
  - Strong attention to detail
  - Comfort in using digital tools
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