



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: GED Curriculum Designer

FLSA Status: TEMP, Independent Contractor – Sole Proprietor or LLC

Department: Youth Services

Reports to: GED Instructor, Project Lead

Pay Range: \$40.00 per Hour, 10 hours per week MAX

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Latino students are pushed out of high school and GED completion programs at a rate higher than that of other ethnic groups. El Centro De La Raza seeks to provide a culturally affirming track toward GED completion centering representative curriculum facilitated by staff who reflect those served and provides pre-apprentice and post-secondary options. Our Re-Engagement Center will implement holistic strategies to ensure completion and place 'jovenes' on a path towards meaningful careers with livable wages.

El Centro De La Raza's Re-engagement Center recognizes the importance of technology integration in education. As we advance our program model, we are seeking a Curriculum design expert who will develop a robust lesson plan portfolio in Spanish that prepares GED prospects for the GED test. Over the course of the next 6 months, in collaboration with a project manager and instructional design contractor, our curriculum design expert will establish a first of its kind all Spanish GED preparation curriculum. We are looking for someone with experience in pedagogical design. Join this new and exciting project!

ESSENTIAL QUALIFICATIONS:

- M.A. In Teaching, Curriculum Design and/or Education for accredited University
- 3-4 years of curriculum design in Spanish. Experience or transferrable skills teaching or facilitating groups.
- STEM Curriculum Design Experience Preferable. Knowledge of Pedagogy Development.
- Previous Experience in Adult Education and/or Open Door Styled Program Instruction
- Fluent in Spanish, including Reading, Writing and Speaking. Experience in Spanish Language Arts teaching a plus.

ESSENTIAL FUNCTIONS:

- Creating stimulating lesson using El Centro De La Raza template for GED instruction in Spanish.
- Develop learning objective for lessons and overall units that center GED test preparation in the following subject matters: Science, Math, Language Arts and Social Studies- Ethnic Studies.
- Must incorporate action driven focus, ensuring engagement of Scholars completing lessons via phone app.
- Lessons will be development 100% in Spanish to engage ELA learners and/or Spanish native speakers.
- Apply ethnic studies pedagogy to lesson templates, that are reflective of the students enrolled in our Si Se Puede program.
- Lessons will be integrated to digital platform, knowledge of instructional design will be helpful.

Community Action Agency • United Way Agency • Affiliate of UnidosUs
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www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

SKILLS/TECHNICAL KNOWLEDGE:

- Must perform in a professional manner at all times.
- Must have a proven ability to work well under pressure.
- Must be able to maintain confidentiality on project development.
- Must be highly organized, self-motivated, multi-tasked, detail-oriented, and Team-oriented.

WORKING CONDITIONS:

This position will be 100% remote with a maximum of 10 hours per week.

PHYSICAL REQUIREMENTS:

- Ability to operate telephone, desktop or laptop computer.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Covid-19 Vaccination Requirement:

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file
REV: 08/2023