



# STEM Kit Curriculum Writer - Part-Time, Contract

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to equitably supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other companies, government agencies, and partners who value the need for a computer science-ready workforce.

CodeVA has a partnership with the Virginia Tribal Education Consortium and as a part of this partnership, is developing a STEM/STEAM activity guide and the STEM Night in a Box project. This project will be targeted for use in Indigenous communities as well as out-of-school time programs and public schools.

## Job Responsibilities

- Work as a team with Community and Family Partnerships Lead, Curriculum Lead, and VTEC personnel to produce deliverables in alignment with the VTEC grant
- Produce engaging STEM activities and guides aimed at K-8 students and educators
- Incorporate research-based best practices for equity and accessibility to engage Virginia students and educators in relevant and personal learning experiences
- Build and revise curriculum based on group discussions, project guidelines, and actively seek and incorporate feedback
- Attend all necessary meetings, complete all assigned tasks according to deadlines and provide feedback to other writers on the curricular materials they have developed

## Job Qualifications

- Master's degree in Education, Computer Science or a related field
- At least five (5) years of experience in K-12 computer science education
- At least three (3) years of curriculum writing experience

- Possess a strong understanding of curriculum writing best practices and demonstrated success with integrated cross-curricular lesson planning and instruction
- Knowledge of/experience working with Virginia Indigenous communities strongly preferred
- Ability to express ideas and instructions clearly in written form
- Familiarity with Virginia Standards of Learning for computer science
- Be self-motivated, enthusiastic, creative and detail-oriented
- Proficiency with Microsoft Office and Google Suite
- A strong commitment to community service, in particular through public education or similar experiences

## Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

## Pay

The pay is \$300 flat rate per completed deliverable.

## Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

## How to Apply

Submit your resume and cover letter to [HR@codevirginia.org](mailto:HR@codevirginia.org) no later than Monday, January 27 2025. Please indicate “Stem Kit Curriculum Writer” in the subject line of your email. Evaluation

of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.