

## Senior Lead Curriculum

### Description

About aiEDU The AI Education Project (aiEDU) is a growing 501(c)(3) non-profit that creates equitable educational experiences to excite and empower learners everywhere with AI literacy. We educate students—especially those disproportionately impacted by artificial intelligence and automation—with the conceptual knowledge and skills they need to thrive as future workers, creators, consumers, and citizens. Join us to make a difference in education and help shape a brighter future for today's and tomorrow's learners.

**About the Role** The Senior Lead, Curriculum will be responsible for the vision and production of our AI Literacy curricular materials for students. They will establish the quality bar and competency framework for materials, decide content revision and expansion plans, and manage the production process to ensure publishable materials are ready for classrooms. Our curricular materials are a centerpiece of our program and essential to our mission of giving all students access to opportunities to build critical AI Literacy competencies. As a member of the Learning team, the Senior Lead, Curriculum is a critical contributor to our overall content strategy to support reaching more students with the opportunity to learn critical AI Literacy competencies.

**Role Details**

**Location:** This full-time, exempt position can be done on a flexible schedule remotely from anywhere in the U.S. with access to high speed internet. The candidate should be comfortable and equipped to work efficiently in a remote work environment.

**Compensation:** The baseline compensation range for this role is \$120,000 – \$127,000.

**Benefits:** We offer a comprehensive benefits package, including full health, dental, and vision for you and any dependents, plus life insurance, short-term and long-term disability insurance, flexible work hours and location, flexible paid time off, paid parental leave, a generous annual stipend for home office expenses and professional development, and a 401k match of 4% vested immediately. For more details regarding our benefits, visit: [aiedu.org/careers](https://aiedu.org/careers)

**Start date:** We'd like a candidate to start as soon as possible after receiving an offer, though there is some flexibility.

**Your Responsibilities:**

- Strategic Direction
- Setting Support development of the competency framework for AI Literacy for students and teachers and the aligned strategy for curricular materials
- Decide on content expansion plans and pace of development leveraging expertise of AI
- Manage partnerships around curriculum co-branding efforts and aligned strategy
- Content Quality Develop key quality criteria for curricular materials
- Ensure curricular materials are highly practical and able to be used across a range of classroom settings
- Ensure materials are highly engaging and effective to drive student competency building
- Production Management Manage authoring and publishing of all curricular materials
- Hire and train all curricular material writers
- Establish and ensure quality review process of final published product
- Coordinate with Programs, External and Communication teams in ensuring integration of published materials with trainings and communications
- Innovation and Impact Establish key impact metrics and ability to track progress towards those metrics
- Lead research and development to understand teacher use and student impact of materials including surveys, observations and focus groups
- Innovate around the use of AI in curriculum development and publishing to drive efficiency and quality.

**Your Impact:** Within 1 Month, You Will: Complete aiEDU's onboarding program, demonstrating full proficiency in company procedures, policies, and tools. Finalize a competency framework and evaluation of all current materials

**Develop a vision and direction for our expansion of content based in established research base**

**Establish quarterly goals and metrics of success.** Within 3 Months, You Will: Establish a production calendar for content during the 24-25 year

**Develop and**

### Hiring organization

The AI Education Project

### Job Location

San Francisco, California, United States

### Base Salary

\$ 77500 - \$ 117500

### Date posted

May 26, 2024

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implement a plan for curricular materials impact evaluation Within 6 Months, You Will: Understand impact of current materials Produce new curriculum products aligned to the strategy Within a Year, You Will: Be fully situated as the leader of the curriculum team Monitor progress aligned to the strategy and adjust course Have implemented several innovations in curriculum development for AI literacy

About You Before reading, please remember that there is no such thing as a “perfect” candidate. If you are on the fence about applying because you are unsure whether you are qualified, we would strongly encourage you to apply. Share your relevant experiences in a thoughtful cover letter! You might be a great match for this role if you: Knowledge of K-12 classroom instructional and student engagement best practices . Experience using and developing curricular materials that are highly engaging and meaningful Knowledge of AI technology and its applications Expertise in project management for content production Expertise in publishing Expertise in AI literacy or digital literacy skills Expertise in project-based learning, student centered classroom design and UDL Highly effective written communication skills Effective relationship management skills Deep curiosity and innovation orientation Equal Employment Opportunity The AI Education Project is an equal opportunity employer. We believe that building and empowering a diverse team is a strategic imperative in our work, and all qualified applicants will receive consideration without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law. This policy applies with regard to all aspects of employment, including hiring, promotion, compensation, eligibility for benefits and termination. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification Please mention the word **\*\*BLESSING\*\*** and tag `RMzQuMTQ1LjE1My4xMjA=` when applying to show you read the job post completely (`#RMzQuMTQ1LjE1My4xMjA=`). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they’re human.

## Contacts

Job listing via RemoteOK.com