



## ***Scholars to College Program – Emily Krzyzewski Center*** **Job Description: Curriculum Specialist**

**Program Description:** The *Scholars to College* program is designed to ensure that academically-focused high school students with demonstrated financial need realize success in and out of school, ultimately developing into graduating seniors who are self-assured, scholarship-eligible and college ready. The comprehensive out-of-school program consists of five components that are systematically delivered through individualized and group program applications over the course of their four year high school career: college planning, personal development and leadership, academic skill development, career exploration, and parent empowerment.

**Scholars to College Student Profile:** Students who are admitted into the program meet the following four eligibility criteria:

- 1) **Program Readiness:** Demonstrated leadership and character
- 2) **Academic Focus:** History of strong grades and test scores
- 3) **Family Support:** Evidence of strong family support
- 4) **Low-income status:** The student demonstrates financial need

**Curriculum Specialist Primary Job Goal:** With the oversight and support of Emily Krzyzewski Center staff, the Curriculum Specialist develops the *Scholars to College* college readiness curriculum and delivers it to students during once weekly, two-hour evening sessions at the Emily Krzyzewski Center.

### **Core Job Functions:**

*In collaboration with Emily Krzyzewski Center staff -*

- Develop and deliver curriculum-based activities using existing and new resources that address the *Scholars to College* curriculum areas
- Serve as the primary instructor and deliver the college readiness curriculum to a cohort of approximately 35 high school students, including frequent opportunities for students to apply skills that are taught in a hands-on and experiential manner
- Curriculum is taught from 6:00pm to 8:00pm on Wednesday or Thursday nights at the Emily K Center
- Revise curriculum as needed after teaching it, documenting it fully so that it can be implemented again in successive programming years
- Meet with Center staff on a defined schedule for planning purposes
- Maintain student records and communication with Center staff in accordance with program expectations

### **Experience, Training and Qualifications:**

- History of successful work in the field of education or college access
- Mastery of key strategies for academic skill building to prepare students for success in rigorous high school curriculum
- Commitment to serving culturally diverse, high-achieving high school students at a high level
- Demonstrated ability to work independently and collaborate effectively within a systematic program approach
- Evidence of effective curriculum development and delivery to high school students within traditional classroom settings

**Term of Service:** Ten month commitment – August to May. Approximate workload of 2.5 on-site, evening hours weekly, plus 2.5 hours each week dedicated to preparation, coordination, and follow-up.

**Compensation:** \$5,000 stipend via semi-monthly payments

**To apply:** Submit cover letter and résumé electronically to Camille Wilson at [jobs@emilyk.org](mailto:jobs@emilyk.org) with position title in the subject line. Applications will be reviewed on a rolling basis. For more information visit [www.emilyk.org](http://www.emilyk.org).

*The Emily Krzyzewski Center's mission is to inspire economically disadvantaged students to dream big, strive for academic excellence, act with character and purpose, and reach their highest potential as citizen leaders.*