



Position Description: Curriculum Specialist for Scholars to College, 2022-23 Academic Year

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Program Description: Scholars to College is a free, four-year college readiness program that assists academically-focused students in grades 9-12 who face systemic barriers to equitable educational outcomes. The goal of Scholars to College is to help students navigate barriers and acquire the knowledge, skills, and resources that promote college readiness and success. Students are supported by a College Readiness Counselor who coordinates and implements a comprehensive array of services designed to support each scholar's holistic development while enhancing their academic profile and leadership skills. Scholars to College aims to prevent students from undermatching when selecting a college or university while simultaneously supporting students and their families in selecting the college or university that best meets their academic, social, personal, and financial needs.

Job Title: Curriculum Specialist

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

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

Primary Responsibility Areas:

In collaboration with Emily Krzyzewski Center staff:

- Develop and deliver curriculum-based activities using existing and new resources that address 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
- Work with students during Curriculum Nights from 6:00 to 8:00 p.m. 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



Term of Service: Ten month commitment, mid-July to mid-May. Approximate workload of five hours each week consisting of two and a half hours on-site weekly in the evening (Wednesday or Thursday from 5:45 - 8:00 p.m.) plus two and a half hours each week dedicated to preparation, coordination, and follow-up. Day of the week is determined by which cohort the position works with.

Compensation: \$5,500 stipend via semi-monthly payments

To apply: Submit cover letter and résumé electronically to Dr. Valerie Anderson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by May 30, 2022. For more information visit www.emilyk.org.