



## **Curriculum Designer-Instructor**

Independent Contracted Position

Every Monday Matters is a not-for-profit organization committed to inspiring a new normal, where individuals and organizations understand how much and why they matter to themselves, the community around them, and the world. With this in mind, EMM provides resources for schools, expanded learning programs (after school and out-of-school time programs), nonprofit organizations, and corporations explore to foster wellness and social and emotional learning (SEL) and development for their youth, families, employees, and communities.

The EMM K-12 curriculum is designed to empower teachers and program staff to create a culture of social and emotional learning and development. Based on the SEL competencies, the curriculum's lessons promote healthy social emotional learning in school-aged students. The lessons follow the EMM EDU Calendar and are used during the school-day and after-school settings. The EMM K-12 Curriculum is accessed at no charge on the EMM website's Educator Dashboard.

Every Monday Matters is hiring contracted, part-time Curriculum Designer/ Instructor. The designer/instructors are each assigned lessons based on pre-set weekly strategies and monthly themes. Instructional Designers are responsible for brainstorming content with the EMM EDU Team and developing engaging and impactful hands-on activities, writing lesson plans, providing supplementary materials, and delivering all parts of the assigned curriculum by an agreed upon deadline. Curriculum Designer/Instructors also have the opportunity teach the EMM K-12 curriculum directly to students in agreement with EMM's program's partners.

Curriculum Designer/Instructors work remotely and are paid hourly and/or at a fixed rate for specific projects.

### **The Curriculum Designer/Instructor's responsibilities include:**

- Brainstorming and designing inclusive, engaging, and fun SEL lesson activities with EMM's Director of Education and EMM EDU team
- Creating assigned lesson documents that follow the EMM Lesson format, including but not limited to: a lesson overview, Weekly Launch lesson, I Matter lesson, You Matter lesson, We matter lesson, and relevant lesson handouts,

- Following the EMM lesson format that includes the assigned lesson content which includes but not limited to: supply lists, handouts, researched videos, reading material, and any additional information that is required to support the execution of an activity
- Formatting all lessons according to the provided templates and lesson guidelines
- Ensuring that delivered lesson plans meet EMM curriculum standards, and are edited and proofed according to the EMM revision checklist
- Providing direct instruction to youth using the EMM K12 Curriculum resources
- Participating in EMM EDU Team meetings, calls, and professional development opportunities
- Keeping up-to-date with EMM's messaging, media, weekly strategies, and monthly themes
- Regular and prompt correspondence and communication with EMM staff

**Required experience and skills include:**

- At least three-years of experience writing lesson plans and/or designing curriculum for school-aged students
- Experience working with school-aged students in after-school or school day settings
- Teaching experience with school-aged students in after-school or school day settings
- The ability to design engaging and creative learning activities for a wide range of ages, ability levels, and cultural backgrounds
- Knowledge and experienced working with underserved communities
- A passion for social equity and social-emotional learning
- Understanding of the social, emotional, and learning needs of youth, families, and educators
- The ability to learn from and relate to others who are different from yourself
- A willingness to learn, grow, and evolve personal and professional skills
- Excellent writing and communication skills
- Basic computer skills required, and access to a word processing program

**Preferred, but not required, experiences and skills:**

- Experience using and/or teaching using a virtual (remote) learning platform
- Familiarity with diverse cultures and backgrounds
- Ability to speak, read, and/or write in another language other than English
- Completed college-level coursework in: Child Development, Child and Adolescent Psychology, Counseling Psychology, Social Work, Elementary and Secondary Education, Curriculum Design; English and/or Liberal Arts

**To apply:**

Please send the following to Jocelyn Guansing, EMM's Director of Education, at [jocelyn@everymondymatters.org](mailto:jocelyn@everymondymatters.org), with the subject line, "EMM Curriculum Designer/Instructor":

1. A brief cover letter that explains your interest in the Curriculum Designer-Instructor position
2. A current resume that includes your relevant experience and professional references.

Upon EMM's request, candidates will also be expected to submit original lessons plans based on EMM's lesson format and content. Applications will be accepted until the positions are full. This position is contracted, and therefore is not eligible for benefits or a "guarantee" of weekly work assignments.