JOB DESCRIPTIONS
THE ASIAN AMERICAN EDUCATION PROJECT

WHO WE ARE:

The Asian American Education Project (AAEdu) is committed to ensuring that all K-12 classrooms have access to a complete, comprehensive, and inclusive education that uplifts the rich history of underrepresented communities. We are widely regarded as having the most comprehensive K-12 Asian American history curricula. At AAEdu, we envision a just society where Asian Pacific Islander Desi American (APIDA) narratives are recognized and included, building cross-racial solidarity across diverse communities in an effort to dismantle structural racism.

POSITION:
Curriculum Developer, Professional Development Trainers & Facilitators

Location: Remote positions in various locations

DESCRIPTION SUMMARY:
We are seeking a curriculum developer, professional development trainer/facilitator who is passionate about providing professional development on APIDA histories and narratives to educators. The trainer/facilitator must be experienced in presenting virtually, in-person, and at conferences. The trainer/facilitator will work with teachers, school and district administration, unions, and community organizations. The trainer/facilitator will identify teachers' needs, customize training workshops, deliver the training, and conduct assessments to ascertain feedback. The trainer/facilitator should be able to engage with clients from a range of different backgrounds. In addition, the trainer/facilitator should be able to receive feedback and make adjustments as needed. The trainer/facilitator will collaborate with our staff to complete services and products in a timely manner and of high quality to our clients. The trainer/facilitator will work closely with the co-executive directors to ensure the effective implementation of The Asian American Education Project's mission and goals. The ideal candidate is an energetic, entrepreneurial individual who can successfully lead in a fast-paced environment and expand our curriculum to more schools.

COMPENSATION:
Hourly rate commensurate with experience and skills.
This is a remote contractor position with travel expectations. No benefits provided.

BASIC REQUIREMENTS:

EXPERIENCE	The candidate: • Must have at least four years of K-12 teaching experience. • Must have experience developing curriculum and/or teaching resources for

	K-12. ● Must have experience teaching/training, managing, and/or working with adults in a learning setting. ● Preferred to have eight years of professional experience four of which in K-12 teaching experience.
KNOWLEDGE	The candidate: ● Must have demonstrated evidence in the knowledge of APIDA (Asian Pacific Islander Desi American) history and scholarship. ● Must have a Bachelor's Degree or higher.
SKILLS	The position requires: ● ability to conduct academic research using credible sources ● responsiveness to feedback and willingness to incorporate feedback to revise and improve work ● strong planning and management skills ● ability to lead and deliver services and products on time and in high quality ● excellent analytical and problem-solving abilities ● attention to details ● ability to manage multiple assignments and priorities ● ability to use time efficiently ● ability to follow instructions and meet deadlines ● ability to work collaboratively with co-workers and clients demonstrated evidence of developing strong and positive relationships with stakeholders and funders ● Commitment to being a team player with effective interpersonal and intrapersonal skills. ● demonstrated evidence of strong writing proficiency ● willingness to work irregular hours, including evenings and weekends, with advance notice ● willingness to travel ● proficiency in Microsoft products ● ability to learn new technical products ● ability to design and deliver training programs ● ability to lead discussions and make formal presentations ● ability to take initiative, be resourceful, and exhibit sound judgment
DISPOSITIONS	● Must be highly passionate about bringing APIDA studies to students, communities. and youth nation-wide. ● Must be self-motivated. ● Must have strong emotional and intersectional intelligence ● Must have a growth mindset and be able to effectively take and apply feedback

PREFERRED QUALIFICATIONS:

- Must have experience with curriculum writing, essay writing, and grant writing.
- Must have a demonstrated track record of successfully creating and implementing initiatives, customer relations, customer service, customer base-building, etc.
- Must have experience being a strategic thinker, able to anticipate outcomes of projects and future planning
- Must be highly passionate about producing quality curriculum and lesson plans about APIDA history and communities.

INQUIRY AND APPLICATION PROCESS:

Submit the following via email to HR@asianamericanedu.org; write "Employment Application – Professional Development Trainer & Facilitator" in the subject line of your email:

- Cover letter
- Resume
- Writing sample of your choosing
- Names and contact information of three references who can speak to the range of qualifications sought.

Applications will be reviewed on a rolling basis until filled.