



# 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 (APIIDA) 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 APIIDA 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	<p>The candidate:</p> <ul style="list-style-type: none"> <li>• Must have at least four years of K-12 teaching experience.</li> <li>• Must have experience developing curriculum and/or teaching resources for</li> </ul>
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	<p>K-12.</p> <ul style="list-style-type: none"> <li>● Must have experience teaching/training, managing, and/or working with adults in a learning setting.</li> <li>● Preferred to have eight years of professional experience four of which in K-12 teaching experience.</li> </ul>
KNOWLEDGE	<p>The candidate:</p> <ul style="list-style-type: none"> <li>● Must have demonstrated evidence in the knowledge of APIDA (Asian Pacific Islander Desi American) history and scholarship.</li> <li>● Must have a Bachelor's Degree or higher.</li> </ul>
SKILLS	<p>The position requires:</p> <ul style="list-style-type: none"> <li>● ability to conduct academic research using credible sources</li> <li>● responsiveness to feedback and willingness to incorporate feedback to revise and improve work</li> <li>● strong planning and management skills</li> <li>● ability to lead and deliver services and products on time and in high quality</li> <li>● excellent analytical and problem-solving abilities</li> <li>● attention to details</li> <li>● ability to manage multiple assignments and priorities</li> <li>● ability to use time efficiently</li> <li>● ability to follow instructions and meet deadlines</li> <li>● ability to work collaboratively with co-workers and clients demonstrated evidence of developing strong and positive relationships with stakeholders and funders</li> <li>● Commitment to being a team player with effective interpersonal and intrapersonal skills.</li> <li>● demonstrated evidence of strong writing proficiency</li> <li>● willingness to work irregular hours, including evenings and weekends, with advance notice</li> <li>● willingness to travel</li> <li>● proficiency in Microsoft products</li> <li>● ability to learn new technical products</li> <li>● ability to design and deliver training programs</li> <li>● ability to lead discussions and make formal presentations</li> <li>● ability to take initiative, be resourceful, and exhibit sound judgment</li> </ul>
DISPOSITIONS	<ul style="list-style-type: none"> <li>● Must be highly passionate about bringing APIDA studies to students, communities. and youth nation-wide.</li> <li>● Must be self-motivated.</li> <li>● Must have strong emotional and intersectional intelligence</li> <li>● Must have a growth mindset and be able to effectively take and apply feedback</li> </ul>

**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](mailto: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.