



**Position Title:** Part-Time Curriculum Materials Writer

**Job Code:** 8104

**Reports To:** Title V-Project ACE Director

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Curriculum Materials Writer will work closely with the Project ACE curriculum and assessment specialist to develop materials for faculty workshops, learning activities for students, technology resources, tests, and assessments for the Accelerated Content-based English for Academic curriculum.

**Duties & Responsibilities:**

- Reviews and assists in the modification of materials for future faculty professional development workshop on Learning Communities
- Develops corpus-based activities for language teaching and learning
- Develops corpus-based assessments and tests, to emphasize classroom assessment techniques or performance measures
- Reviews technology tools and applications to enhance content-based courses
- Uses select technology tools and applications to create learning materials
- Creates learning resources (movable learning objects) for task-based instruction (reference materials, video/audio recordings, guided learning activities using corpora)
- Disseminates findings with faculty peers and program staff
- Selects movable learning objects created for ACE courses within ANGEL
- Provides feedback to ACE staff on faculty learning needs
- Other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree from an accredited institution in TESOL, applied linguistics, language education or related field and three (3) years of related experience
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

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Printed Name