



Position Title: Part-Time Curriculum Developer

Job Code: 8112

Reports To: Project Director

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Curriculum Developer will play an essential role in the implementation and development of Occupational Safety and Health Administration (OSHA) curriculum. The Curriculum Developer will be responsible for the successful design, development, and implementation of OSHA standards in the assigned language and will work with the instructors to improve our educational programs.

Duties & Responsibilities:

- Works with instructors to ensure curriculum is aligned with OSHA Standards and is achieving grant goals
- Reviews current curriculum and develops materials in Spanish/Creole
- Encourages the use of community resources, cooperates with Small Business on their OSHA educational needs and with community members
- Performs other duties assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in a related field from a regionally accredited institution and three (3) years' experience; or an Associate's degree and seven (7) years' experience
- Familiarity with various educational models pertaining to adult learners
- Strategic planning experience
- Strong leadership skills and communication skills
- Ability to understand and communicate in Spanish/Creole
- Ability to implement programs to improve educational achievement
- Ability to build partnerships with community organizations and small businesses
- Ability to work in a multi-cultural/multi-ethnic environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name