



Position: Curriculum Development Specialist | **Full-Time:** Salary Position

Culture:

Trying Together's mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Curriculum Development Specialist is responsible for elevating and maintaining the integrity and consistency of all Trying Together workforce development programming and resources through the development, facilitation, monitoring and review of programmatic content and frameworks. The Curriculum Development Specialist will work with the Quality Initiatives team assisting them with curriculum development and review. The Curriculum Development Specialist supports professional learning by actively researching early learning trends and developments and making recommendations consistent with Trying Together's mission and vision.

Responsibilities:

- Active member of the Quality Initiatives and ELRC teams to effectively respond to the needs of the field and the systems they work within.
- Meet regularly with the Quality Initiatives and ELRC teams to provide feedback and brainstorm new ideas.



- Through research of current practices, ensure the framework and content of all workforce development programs and resources align with the Keystone STARS Performance standards, NAEYC standards, the PA Core Knowledge Competencies and the PA Early Learning Standards and is rigorous enough to matriculate to college credit.
- Ensure that all Trying Together workforce development programming includes professional coaching and/or mentoring opportunities.
- Develop a framework and process for the development, facilitation, and tracking of sequential professional learning opportunities.
- Implement programmatic frameworks, protocols, and evaluative systems of the Trying Together workforce development programs and resources.
- Collaborate with institutes of higher education to ensure content quality.
- In collaboration with institutes of higher education refine Trying Together's professional development series to matriculate into stackable course credit and integrate into the SW Early Childhood Education Apprenticeship program, Trying Together Induction program, and the Child Development Associate preparatory program.
- Work with institutes of higher education to scale up the SW ECE Apprenticeship program and align current apprenticeship processes to alleviate workforce development gaps and systemic barriers.
- Be familiar with and oversee the application and maintenance of national and state professional development certifications (e.g. Act 48, CEU's, PQAS).
- Maintains confidentiality and values the belief of respect among colleagues. The Curriculum Development Specialist will abide by the NAEYC Code of Ethical Conduct for Early Childhood professionals.
- Participate in initial and ongoing professional development for the purpose of growing and developing new skills.
- Promote and support the vision, mission and goals of Trying Together.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.



Qualifications:

- Bachelor's degree in Early Childhood Education, Curriculum Development, Leadership or related field. Master's degree preferred.
- Three years experience in curriculum development and adult instruction.
- Intermediate to advanced computer skills, internet and email.
- Pennsylvania Quality Assurance System (PQAS) certified instructor.
- Knowledge of local, state, and national systems for early care and education.
- Is familiar with various educational professional development frameworks and standards such as: *Pennsylvania Core Knowledge Competencies*, *Coaching Powerful Interactions*, *The Early Childhood Mentoring Curriculum*, *The Danielson Framework for Teaching*, *Practice Based Coaching* and the *NAEYC Standards for Programs Preparing Early Childhood Professionals and Power to the Profession*.
- Willing and able to engage in honest self-reflection about progress and her/his contribution to the process.
- Has experience in developing individualized education plans for early educators as well as appropriately assisting, coaching, and mentoring educators through the completion of such plans. Workforce apprenticeship knowledge and experience is highly preferred.
- Familiarity with effective professional learning curriculum design and assessment types.
- Ability to work with a diversity of individuals.
- Ability to maintain a project timeline and monitor progress toward goals.
- Must be able to work independently and as a team member.
- Must be able to interact with others in a positive and professional manner.
- Ability to work comfortably in a variety of settings.
- Ability to maintain confidentiality.
- Excellent data collection and analysis skills.
- Strong attention to detail.
- Good judgement and decision-making abilities.
- The ability to multi-task, prioritize and manage time effectively.





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- Must demonstrate enthusiasm and flexibility.
- Excellent written and verbal communication, interpersonal and negotiation skills.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement).

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:

Submit a cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

