Curriculum Developer/Instructional Designer

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

Location Address: 6770 E. Marginal Way S., Bldg. A106, Seattle WA, 98108

Position Type: Contract

Compensation: $30.00 - $40.00/hour (Competitive compensation based on experience and qualifications)

Supervisor: Program Manager of Instruction

Application Deadline: Open Until Filled

Job Description:

The Aerospace Joint Apprenticeship Committee's (AJAC) vision is to produce the most highly skilled and trained aerospace and manufacturing craftspeople in the world, ensuring that the art of the skilled trades is not lost. AJAC's mission is to provide exceptional and responsive apprenticeships, innovative supporting signature training programs with cutting-edge curriculum and highly effective trades trainers. AJAC offers a method for transferring the breadth and depth of knowledge and skills between generations of the workforce, thus promoting the value of contributing to the next generation.

The Aerospace Machinists Joint Training Committee (AMJTC) is currently looking for an experienced, creative curriculum developer to create and revise technical education curriculum for multiple content areas including: machining, composites, plastics process, quality assurance and more. This is a short-term contract project-based contract position that includes in-person meetings with subject matter experts (SMEs) and AJAC staff.

Required Skills & Qualifications:

- Bachelor's degree in Education, Instructional Design, or a related discipline required - *Master's degree preferred*
- 3-5 years experience developing technical curriculum
- Demonstrated knowledge of best practices in curriculum design, adult learning principles, and effective assessment strategies
- Knowledge of digital learning tools and the ability to select teaching methods appropriate for industry and audience
- Experience working with subject matter experts (SME) to develop accurate, relevant content, including demonstrated facilitation skills
- Strong written, presentation, and interpersonal communication skills

- Ability to receive and incorporate feedback into course material from program leads, subject matter experts, students, and instructors
- Knowledge of copyright and trademark rules for writing and delivering content and graphics
- Excellent computer skills including experience with computer-based training software and current E-Learning tools (i.e., Angel, Moodle, Adobe Captivate, Tegrity, Articulate Rapid E-Learning Studio, eLearning Management Systems, Adobe Illustrator, etc. as well as Microsoft Office products, Cisco WebEx)
- Strong ability to manage, prioritize, and organize multiple tasks
- Ability to reliably meet project deadlines
- Proactive, collaborative, and flexible.

Example of Duties:

- At the direction of the Program Manager of Instruction, work with Subject Matter Experts (SMEs) and/or other technical experts to create curriculum with the following components:
  - Course outlines
  - Course syllabi
  - Lesson plans
  - Classroom activities
  - PowerPoint presentations
  - Multimedia supplemental materials such as podcasts, webinars, etc.
- Collaborate with and take direction from program manager, other AJAC curriculum developers, subject matter experts and instructors
- Update training, instructional, and curriculum materials on a consistent basis
- Interview subject matter experts or conduct other research to develop instructional content
- Participate and facilitate as directed curriculum review and subject matter advisory meetings, incorporating facilitation tools such as DACUM
- Differentiate instructional content or delivery methods for students and different classroom environments levels or types of learners
- Make recommendations regarding course design, technology, and instruction delivery options
- Evaluate and revise training materials such as texts, outlines, and handouts
- Conduct needs assessments and strategic learning assessments to develop the basis for curriculum development or to update curricula
- Recommend instructional methods such as individual or group instruction, self-study, lectures, demonstrations, simulation exercises and role-playing appropriate for content and learner characteristics
- Analyze student performance data to determine effectiveness of instructional systems, courses, or instructional materials
- Assess effectiveness and efficiency of instruction according to ease of instructional technology use and student learning, knowledge transfer, and satisfaction
- Define instructional, learning, or performance objectives
- Develop measurement tools to evaluate the effectiveness of instruction or training interventions.

How to Apply: If you meet the above qualifications and are interested in this position, e-mail your resume and cover letter to employment@ajactraining.org. Reference **Curriculum Developer/Instructional Designer** in the subject line.

About AJAC:
Washington State funded the creation of the Aerospace Joint Apprenticeship Committee (AJAC) in 2008 to address the estimated 5,000 vacancies projected in aerospace careers over the next 10 years. AJAC is a statewide, nonprofit 501(c)(3) aerospace and advanced manufacturing registered apprenticeship program. AJAC partners with eight WA state community colleges and over 200 local manufacturing employers to provide apprenticeship training to nearly 400 apprentices across the state. Over the past seven years, AJAC and its advisory committee have developed and implemented the following registered apprenticeship programs based on employer and industry need:

- Machinist (Aircraft-Oriented)
- Precision Metal Fabricator
- Tool and Die Maker
- Industrial Maintenance Technician
- Plastic Process Technician
- Production Technician (Youth)

In addition to apprenticeship, AJAC runs a growing number of 10-week (400 hour) pre-apprenticeship programs targeting individuals who are unemployed, displaced homemakers, or low wage workers looking to transition into the skilled trades. These "Manufacturing Academies" offer participants intensive soft and hard skill development tailored for entry level employment in manufacturing occupations. The program is credit bearing and results in a stackable short term certificate from a host community college. The Manufacturing Academy has grown to deliver 8 programs graduating 120 participants each year between South Seattle (in partnership with South Seattle Community College) and downtown Tacoma (in partnership with Bates Technical College). Programs are co-sponsored by local Workforce Development Councils.

AJAC also manages a portfolio of other short term training, community outreach, and public education services. As a part of our vision and mission, we have articulated a larger commitment to a vital manufacturing workforce that is responsive to labor market demand and our state's economic vitality. Through onsite and online training, outreach events spanning p-20, and through the use of our state of the art Mobile Training Unit we are able to build awareness among thousands of students, educators, employers and policy makers each year.

It is the mission of the Aerospace Joint Apprenticeship Committee that the recruitment, selection, employment and training of employees shall be without discrimination based on race, color, religion, gender, sexual orientation, age, or national origin.