



Curriculum Development – Technical/Engineering Drawings Course

Project Name: Curriculum Development – Technical/Engineering Drawings Course

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

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

Position Type: Contract

Compensation: \$35.00 - \$40.00/hour (Competitive compensation based on experience and qualifications)

Procurement Contact Person: Program Director of Instruction

Background:

AJAC is a statewide, nonprofit 501(c)(3) aerospace and advanced manufacturing registered apprenticeship program, whose 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.

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)
- Industrial Manufacturing Technician

Though our classes are held statewide, our main office is located in Seattle's Georgetown neighborhood. It is the mission of AJAC that the training of apprentices shall be without discrimination based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or as otherwise specified by law. AJAC also encourages women, minorities and veterans to apply with their employer.

Project Goals and Scope of Services:

AJAC is seeking an experienced and creative curriculum developer/teacher to develop a new 12-week engineering drawings course by March 2019. This new course will replace 3 different engineering drawings courses that are currently offered in 3 different apprenticeship programs. This contract position is a short-term, project-based position and it is

estimated to take about 120 hours to complete. The position requires some in-person meetings with subject matter experts (SMEs) and AJAC staff.

This project includes but may not be limited to the following tasks:

- Collaborate with AJAC staff and instructors to review our existing Engineering Drawings courses and to identify learning outcomes for the new course.
- Evaluate and revise training materials such as syllabus, lesson plans, PowerPoints, student projects, and handouts for increased accuracy, effectiveness, and engagement.
- Ensure learning objectives for each class are addressed and assessed in the lessons.
- Develop activities relevant to the workplace that help students learn course content.
- Research and recommend about appropriate textbooks for the course.
- Use feedback from AJAC staff and instructors to update course curriculum for relevancy, accuracy, engagement, and best practice.
- Facilitate communications with SME's and conduct other research to develop or enhance instructional content.
- Differentiate instructional content or delivery methods for students and different classroom environments levels or types of learners.

Selection Schedule:

This position is open until filled, but priority will be given to submissions received by Friday, January 18th.

Elements of Proposal:

Please e-mail the following elements to instructors@ajactraining.org and reference **Curriculum Developer – Engineering Drawings** in the subject line.

- An updated resume
- A cover letter that discusses your experience with developing curriculum
- 1-2 samples of curriculum that you developed

Evaluation Criteria:

The successful respondent will:

- Have 3+ years of experience teaching and/or developing curriculum
- Demonstrate knowledge of best practices in curriculum design, pedagogy/andragogy, and assessment strategies
- Have strong written, presentation, and interpersonal communication skills
- Demonstrate an advanced ability to write with attention to detail and presentation as well as copy edit work
- Have strong project management skills and the ability to reliably meet deadlines