



Curriculum Development – Manufacturing Academy

Project Name: Curriculum Development – Manufacturing Pre-Apprenticeship 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)

Travel Required: This position requires some in-person meetings in the Puget Sound Area.

Procurement Contact Person: Program Director of Instruction

Who We Are:

The Aerospace Joint Apprenticeship Committee (AJAC) is a statewide non-profit organization with offices in South Seattle, Kent, and Spokane. We are an industry-driven apprenticeship organization, founded on the belief that mastery occurs on the job. Through pre-apprenticeship, youth apprenticeship and adult apprenticeship, all people have the opportunity to earn competitive wages, find meaningful and fulfilling work, and pursue lifelong learning. The organization annually serves 300+ manufacturing employers, 400 apprentices (including 100 high school juniors and seniors), and nearly 270 pre-apprentices. We have a small staff of entrepreneurial, smart and motivated team members – this work is fast and dynamic but also rewarding and highly collaborative.

Project Goals and Scope of Services:

AJAC is seeking an experienced curriculum developer to review and update our core, 10-week Manufacturing Academy. This curriculum developer will review existing content, design, and pedagogy/andragogy as well as feedback from SMEs and AJAC staff to revise the curriculum. This contract position is a short-term, project-based position and it is estimated to take about 250 – 300 hours to complete. The position requires 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 analyze our existing Manufacturing Academy course and to identify revision needs.
- Facilitate communications with SME's and conduct other research to develop or enhance instructional content.
- Evaluate current curriculum such as lesson plans, student workbooks, and class projects for content accuracy, workplace relevancy, and pedagogical best practice.
- Ensure that Manufacturing Academy's program outcomes are addressed and assessed.
- Differentiate curriculum to help students with diverse backgrounds access content.
- Use feedback from AJAC staff and instructors to update course curriculum for relevancy, accuracy, engagement, and best practice.
- Rewrite curriculum based on findings from above work.

Selection Schedule:

This position is open until filled, but priority will be given to submissions received by **Wednesday, May 15th**.

Elements of Proposal:

Please e-mail the following elements to instructors@ajactraining.org and reference **Curriculum Developer – Manufacturing Academy** 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:

- Demonstrate knowledge of best practices in curriculum design, pedagogy, and assessment strategies
- Demonstrate a commitment and the ability to effectively teaching students from diverse backgrounds
- 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

Equal Opportunity Employer: AJAC is an Equal Opportunity Employer. All decisions concerning employment will be made without regard to age, race, ethnicity, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law.