



POSITION ANNOUNCEMENT

Professional Development Curriculum Designer

December 2022

Sound Discipline is a leading education equity nonprofit, working with partners to build equitable learning communities that center the dignity, voice, and agency of young people. We employ a variety of social emotional learning (SEL) models that are science-based, trauma-informed, restorative, and child-centered to transform the way adults teach, parent, and care for youth.

To learn more, visit www.sounddiscipline.org

Sound Discipline is a 501(c)(3) non-profit founded in 2007. Our vision is a world where children know they belong and matter. Over 15 years, we have developed a solid model and a reputation as a trusted and effective partner, supporting schools to systemically address disciplinary practices that harm children and perpetuate racial and other inequities.

Our holistic approach includes three efforts:

We facilitate professional development for school leaders and educators to build classroom communities that model an inclusive culture schoolwide and promote student agency and well-being. Fundamental to school transformation is a systems approach that shifts how adults build relationships with students and integrates social learning and discipline.

We coach administrators and educators to use data to identify and implement solutions that address damaging systemic patterns of inequity that target Black and brown students.

We train and coach families and caregivers in a child's life to apply solution-oriented practices that instill critical social emotional life skills.

Sound Discipline is hiring a Professional Development Curriculum Designer based in the Seattle area. Sound Discipline is committed to having a diverse workforce. We strongly encourage individuals who are Black, Indigenous, or People of Color to apply.

The Professional Development Curriculum Designer reports to the Director of Program and is responsible for:

- Leading the design and delivery of new curriculum, and revising existing curriculum for both standard and custom, in-person and online delivery to address the needs of diverse groups of district and school leaders, educators, parents, and other youth serving professionals.
- Centering equity and inclusion in facilitation work across all service offerings.
- Developing a curriculum development strategy and annual work plan.
- Building a deep understanding of Sound Discipline services and programs and how they come together in partnership with schools to be a catalyst to transform schools into equitable communities.
- Working with the program team, create and deliver experiences that lead to Sound Discipline-aligned educator mindset and practice shift.

- Supporting Whole School and District Partnership Model (DPM) development and implementation with Director of Program and DPM Manager.
- Convening and facilitating internal and external collaborative curriculum work groups for program/product innovation.
- Managing contractors engaged in special curriculum development projects.
- Lead, co-facilitate, and model demonstration facilitations and pilot program trainings for adults in schools, parenting educators, and community members.
- Maintaining program facilitation service responsibilities sufficient to understand the effectiveness of programming and the participant and facilitator context.
- Partnering with the Instructional Designer to update training materials and handouts for all programs.
- Implement and maintain a learning management platform.
- Developing and lead and/or coordinate with other staff to lead, internal trainings for facilitators, staff and supporting partners to prepare for service delivery.
- Collaborating with the Facilitator who manages growth and development of new facilitators.
- Managing current and emerging knowledge for relevant subject matter (SEL, trauma-informed, brain science, restorative and culturally responsive practices). Digest, synthesize and share new research and relevant information with Program Staff and Executive Director and other staff as needed.
- Coordinating intellectual property and professional association certification entity relationships and monitor internal compliance.
- Reviewing and incorporating the learning from external evaluator and client and participant feedback in curriculum revision and updates.

Required:

- 3 years of experience developing comprehensive experiential, culturally relevant curriculum for adult learners in varied settings for synchronous and asynchronous formats.
- Bachelor's degree in Education, Social Sciences, or related field and at least 2 years of applicable experience. Equivalent experience may substitute for degree requirement.
- Experience teaching and developing social emotional learning approaches with adult learners working in K-12 education (either within a school or district or with an education-focused organization).
- Demonstrated planning and project management expertise.
- Proven strong oral and written communication skills.
- Passion for and experience with trauma-informed, restorative practices, and culturally relevant and responsive pedagogy and facilitation techniques.
- Passion for creating hands-on learning experiences to engage adults.
- Passion for helping a diverse community (teachers, principals, district leaders, parents, and youth serving professionals) gain understanding and practical tools to strengthen relationships so that young people know they belong and matter.
- Keen interest in the experience of clients, the challenges they face, and how Sound Discipline can best support them.
- Experience facilitating collaborative group product development and design processes.
- Ability to independently interpret, analyze, and synthesize complex information.
- Ability to maintain harmonious working relationships and effectively address complex and sensitive issues.
- Exceptional organizational skills, attention-to-detail, and ability to update information and respond to communications in a timely manner.
- Ability to handle confidential information.
- Experience using technology and online platforms for designing and delivering successful teaching and learning experiences.

- Proficiency with Microsoft Office, Outlook, electronic file management systems.
- Ability to work primarily during school hours.
- Ability to work online from home when not delivering service in-person in schools (some service is online) and work with colleagues whether online or in-person.
- Own or have reliable access to a vehicle and ability to travel to multiple locations around the Seattle area on as needed basis. There may also be need for occasional travel to clients beyond the Seattle/King County area.
- Pass Washington State criminal background check.
- Reside in Seattle/South King County or vicinity.
- COVID-19 vaccination and relevant boosters required.

Desired:

- 5 or more years of experience developing comprehensive experiential, culturally relevant curriculum for adult learners in varied settings for synchronous and asynchronous formats.
- Master’s degree in Education or related field.

Compensation. \$77,000-95,000 for full-time equivalent (\$37-45.67 hour) DOE/DOQ. Benefits include: \$500/month employer contribution toward employer-sponsored health insurance plan coverage or \$500 additional monthly compensation if you have other insurance. SIMPLE IRA with up to 3% match. PTO/LTD/Life/EAP.

To Apply:

To be considered, a complete application will include resume, cover letter (including answers to the four questions below), and three professional references with contact information to hr@sounddiscipline.org with “Learning” in the subject line. Priority consideration will be given to complete applications received on or before March 1, 2023. *Open until filled (anticipate offer in spring 2023 for summer 2023 start date).*

Application Questions: Limit responses to 200 words per question.

1. What do you think is most exciting about the possibility of joining the team at Sound Discipline?
2. What do you think is the core factor that lends meaning and distinctiveness to you and your work?
3. Describe the best team you’ve worked on. What was your unique contribution to the team that helped make it a terrific group experience for everyone involved?
4. This position is growing. It has been a .6 FTE position (average 24 hours per week) and we are expanding it to between .75 FTE (30 hours per week) and 1 FTE (40 hours per week). Please indicate your preference or flexibility for either a fulltime or .75 FTE position.

Sound Discipline is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best-qualified individuals for positions at all levels within the organization. We believe the organization’s goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We therefore maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics protected by law such as race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status, or any other characteristic protected under local, state or federal law.