



Position:	Teaching and Learning Specialist
Status:	Full-time
Compensation:	\$60,000
Benefits:	100% individual/75% family coverage with a gold-level health care plan, retirement plan with employer match, and flexible schedule
Date:	Jan 2025

About One World Education

One World Education leads the largest writing program in the Capital Region with in-school and afterschool programs that connect writing to social justice. With a mission to transform students into writers with voice, knowledge, and purpose, One World teaches students to become critical researchers and skilled writers, two essential skills for college and career success.

Position Overview

The Teaching and Learning Specialist (TLS) will support our teacher partners in their schools and drive partner retention and program growth through ongoing, meaningful communication. This person is passionate about writing and excited to help teachers become confident, informed, and prepared to deliver exemplary writing instruction. Their primary responsibility is to support the successful implementation of our educational programming. The TLS will model quality teaching in our afterschool academy and carry best practices into the training and support for teachers in our partner schools. In addition, the TLS possesses the skills to collaborate on new curricula tools, and resources for teachers and students. Core responsibilities include, but are not limited to:

In-School Program (85%)

- Support curriculum development activities including research, updates, and organization
- Monitor and support partner implementation plans
- Lead teacher training sessions
- Build strong relationships with teachers and school communities
- Implement school communication plans
- Support assessment implementation
- Support collection, processing, and reporting of data
- Produce quarterly program reports
- Oversee the design, data reporting, and analysis for all aspects of assessments and evaluation activities
- Support partnership

Afterschool Lead Teacher (15%)

- Teach at the main afterschool Academy site to model for afterschool staff (Tue & Thu 5-7 pm, during 10 weeks in Fall session & 10 weeks in Spring session)
- Co-lead training for teacher-leader staff
- Lead session pre-brief and debrief meetings
- Support curriculum development and dissemination of teacher and student materials
- Support the ongoing improvement of all program activities and resources



- Support collection, processing, and reporting of all program data reporting needs
- Key role in determining the readiness of student work for One World Challenge(s) and publication

Please note that workload allocations will fluctuate by season due to program timelines.

Qualifications

- Bachelor's degree required
- Secondary teaching experience is required
- Curriculum writing experience is required
- Excellent interpersonal, verbal, written, analytical, and organizational skills
- Excellent communication skills
- Strong attention to detail
- Experience managing or leading training sessions is a bonus
- Experience with specialized learner populations is a bonus

Note to Applicants: Commitment to Equity & Diversity

One World Education welcomes applicants from diverse backgrounds and strongly encourages candidates of color to apply because this makes our team and work stronger. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Work Environment

This job operates in a professional office environment. This position consists of regular work time beyond the normal workday several times a year. You and your supervisor will adjust your work schedule and priorities during these periods. The position includes typical physical and mental demands requiring prolonged sitting, eye-hand coordination, and manual dexterity to operate office equipment. Communication with staff, stakeholders, and the Board requires a standard hearing range and eyesight. With a need to attend in-person programming and meetings, the position requires being in the Washington, DC area.