

JOB POSITION: CURRICULUM WRITING**SUBJECT:** N/A**GRADE:** K-8**TYPE:** INSTRUCTIONAL**F/T OR P/T:** PART-TIME**START DATE:**

CURRICULUM WRITING

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment. Our school is built on the belief that all children, regardless of race or economic status, can succeed when given equal access to a high-quality education. Each of our scholars will be empowered to overcome challenges and equipped to sustain their success in school and beyond.

Cresthaven Academy Charter School opened in August 2016 with 75 kindergarten scholars, and adds a grade each academic year until we are a K-8 school. All Cresthaven Academy scholars receive access to the best educators and resources, serving to actualize each child's potential and setting them on the path to college. Cresthaven Academy Charter School is supported by Cresthaven Academy Foundation, a 501(c)(3) non-profit organization. The Foundation exists to support the school and teaching staff in all things outside of classroom instruction, reducing the risk of burnout and raising academic standards by allowing educators to focus on their scholars. Together we incorporate comprehensive support for scholars and families into the education model, including an afterschool program, in order to inspire excellence in character, identity, and academics in each child.

Cresthaven Academy is focused on supporting excellent teaching that closes the achievement gap. We recognize that teachers are the most important in-school factor contributing to student achievement. We also value leadership and support staff because they facilitate, encourage, and help to foster the developmental growth of scholars to achieve physical, social and mental well-being by providing quality care and expertise in their respective roles.

We're seeking a talented and experienced Curriculum Writer to join our team. The ideal candidate will work closely with our academic leadership team to develop, revise, and enhance high-quality curriculum for grades K-8. The Curriculum Writer will ensure that instructional materials meet the needs of diverse learners and align with state and national standards. This position offers the opportunity to make a lasting impact on our students' educational experiences by creating engaging and effective learning resources.

RESPONSIBILITIES:

Curriculum Development: Design and write comprehensive, standards-aligned curriculum for K-8 students in multiple subjects (e.g., English Language Arts, Math, Science, Social Studies, etc.).

Instructional Materials Creation: Develop lesson plans, assessment tools, rubrics, and other instructional resources that support diverse learners.

Collaboration: Work closely with teachers, academic coaches, and school leadership to gather feedback and ensure curriculum aligns with instructional goals and school priorities.

Differentiation: Develop a curriculum that is flexible, with clear pathways for differentiating instruction to meet the varied needs of students, including those with special needs and Multi- Language Learners (MLL).

Assessment Development: Create formative and summative assessments that are aligned with curriculum objectives and provide data to inform instructional practices.

Research & Best Practices: Stay up-to-date on current educational research, trends, and best practices in curriculum design and instruction to ensure our content is innovative and effective.

Professional Development: Assist with the training and support of teachers in implementing new curricula, including leading workshops or providing one-on-one coaching as needed.

Continuous Improvement: Regularly review and revise curriculum based on student performance data, teacher feedback, and evolving educational standards.

Compliance: Ensure that all curriculum complies with New Jersey state standards, federal regulations, and charter school policies.

QUALIFICATIONS

- Bachelor's degree in Education, Curriculum and Instruction, or related field (Master's preferred).
- At least 3 years of experience in curriculum development, preferably in a K-8 educational setting.
- Strong knowledge of New Jersey State Standards
- Proven ability to write clear, concise, and engaging instructional materials for diverse student populations.
- Experience with assessment development and data-driven instructional practices.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong communication and collaboration skills, with the ability to work effectively with teachers, administrators, and other stakeholders.
- Passion for creating equitable learning opportunities and promoting student achievement.

This position may require:

- Exposure to temperature variations and wet conditions.
- Walking and working on uneven and slick surfaces.
- Reaching above and below shoulder height.
- Frequent excessive standing during assigned work day.
- Frequent requirement to lift, carry, push, pull, sit, stand, walk, reach, crouch, climb, balance, kneel, and stoop.
- Cresthaven Academy offers a competitive salary and benefits, commensurate with experience and skills. Cresthaven Academy Charter School is an equal opportunity employer.
- This position may require travel between campuses

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**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Salary Range

Per Year

Shift Type

Full-Time