

Position Announcement
CASE Curriculum Coordinator
National Association of Agricultural Educators
2525 Harrodsburg Road, Suite 200, Lexington, Kentucky 40504-3358
(859) 967-2892 <http://www.naae.org> <http://www.case4learning.org>

The National Association of Agricultural Educators (NAAE) is the national professional association for school-based agricultural educators. NAAE is ... “Professionals providing agricultural education for the global community through visionary leadership, advocacy and service.” There are over 9,000 NAAE members nationwide who are agriculture teachers/instructors in middle schools, secondary schools, and postsecondary institutions, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students, and others who support the school-based agricultural education profession.

CASE began in 2007 with the goal to implement a national curriculum for secondary agricultural education to provide a high level of educational experiences to enhance the rigor and relevance of agriculture, food, and natural resources (AFNR) instruction. Besides elevating AFNR knowledge and skills rigor, CASE provides purposeful enhancement of science, mathematics, and English language understanding. CASE develops curriculum utilizing science inquiry for foundational and specialization concepts taught using activity-, project-, and problem-based instructional strategies. In addition to the curriculum aspect of CASE, it ensures quality teaching by providing extensive professional development for teachers that leads to CASE course certification. CASE is a project of The National Council for Agricultural Education, managed by NAAE.

Title: CASE Curriculum Coordinator – Independent Contractor

Reports To: CASE Assistant/Curriculum Director

Job Summary: The CASE Curriculum Coordinator will write and revise CASE curriculum according to CASE pedagogical design protocols. The contractor is well versed in a wide range of engaging instructional strategies for high school-aged students. As a skilled writer and researcher, the coordinator will write CASE lessons to a professional standard using attention to detail. The CASE Assistant Director will provide training and assistance as needed.

Supervision: This position has no staff supervision responsibilities.

Essential Functions:

➤ **Curriculum**

- When revising the assigned curriculum, the coordinator will be responsible for the following.
 - Update document templates
 - Facilitate a revisions committee meeting
 - Revise curriculum according to CASE curriculum design principles and writing protocols.
 - Use APA guidelines for revising curricular materials
 - Complete all requested edits and rewrite sections according to recommendations to prepare curriculum for final publication
 - Update materials and technological applications
 - Identify and incorporate new CTE concepts and skills
 - Review and align academic and CTE standards
 - Publish courses for HTML viewing
 - Update assessments for student certification and credentialing according to CASE protocols.
- When writing an assigned curriculum new to CASE, the coordinator will be responsible for the following.
 - Facilitate course development meeting
 - Coordinate committee writer assignments and collect materials as completed
 - Write new curriculum according to CASE curriculum design principles and writing protocols.
 - Use APA guidelines for revising curricular materials
 - Identify materials and technological applications supporting the curriculum
 - Identify and incorporate new CTE concepts and skills
 - Review and align course standards

- Develop assessment questions for the end-of-course exam according to CASE protocols.
- Develop purchase manual for curriculum and work with prospective vendors on appropriate resources
- Complete all requested revisions and rewrite sections according to recommendations from editors to prepare curriculum for final publication
- Facilitate programming and instruction for Field Test Lead Teacher Orientation
- Monitor and manage field test of new course
- Publish course for HTML viewing
- **Professional Development**
Work with the CASE Education Services Director and CASE Professional Development/Operations Manager to:
 - Identify curricular content presented at CASE Institutes
 - Determine curricular materials needed at CASE Institutes
 - Develop and update curricular documents supporting professional development
 - Support hosts and lead teachers with curricular implementation and needs
 - Communicate updated curricular materials listed on the CASE Store
- **Marketing and Communications**
Work with NAAE/CASE Marketing/Communications manager with the following:
 - Publishing course-specific marketing materials
 - Developing introductory workshop kits
 - Promote all new and revised curriculum
- **Education Services**
Work with NAAE/CASE Education Services Director with the following:
 - Reviewing certification and credential-based assessments
 - Implementation of curricular updates/review during EliteElevation
- **Website**
 - Update online curricular resources as needed
- **Overnight travel is required**
- **Other duties may be assigned**

Position Qualifications: NAAE expects the Curriculum Coordinator to have appropriate curricular, technical credentials, and CASE experience, fully understanding and articulating CASE philosophy. Strong skills in interpersonal/oral/written communications, project and time management, and leadership are highly desired. Minimum of Bachelor's degree (Master's degree preferred) and CASE course teaching experience.

Salary and Benefits: Salary commensurate with experience. As an independent contractor, the CASE Curriculum Coordinator agrees that they are not entitled to any fringe benefits as per an annual independent contractor agreement.

Application Procedures: To be considered for this position, please submit an application packet including a letter of interest, resume/vitae/portfolio, references, and writing sample. **Email application packets to Nancy.Trivette@case4learning.org** CASE must receive applications by close of business on Friday, August 13, 2021.

Writing Sample Instructions:

Use your writing sample to show how your writing knowledge, and ability to craft a curriculum benefits the CASE initiative. Your writing sample should describe and demonstrate your knowledge of agricultural science and technology and academic content. We encourage you to illustrate how you convey that knowledge to students using various pedagogical methods and strategies included in a curriculum piece. This sample will also allow you to discuss the use of assessments to incorporate learner accountability related to instructional practices and strategies used in your sample.

Your writing sample will not be judged on your current style but will be used to recognize the style you currently employ and to evaluate your adaption to new styles. In selecting applicants, we will review the writing sample for evidence of the applicant's performance at following directions, demonstrating narrative ability, and using supporting evidence in each area as requested.

Include the following in your writing sample.

1. Knowledge of Agricultural Science and Technology Pedagogy and Associated Epistemological Concerns

2. Select an agricultural science and technology concept that, in your opinion, is difficult for secondary students in a classroom setting to understand. Provide a brief description of this topic or concept and explain why it may be difficult for students to learn.
3. Write a short overview of how you would teach this topic, including specific lesson design elements, such as a sequence of activities, projects, and problems, and connection to STEM academic standards.
4. Answer the following questions, including ideas on how you would address these questions when developing a lesson on your chosen topic:
 - What scientific, technical, agricultural, or academic facts, principles, theories, laws, or concepts are fundamental to understanding this topic, and how is this topic communicated to students?
 - How is this topic related to more complex concepts or material students will encounter in subsequent lessons, grades, or courses?
 - What are the fundamental facts required for students to master this topic or concept?
 - What types of assessments, applications, or problems demonstrate student understanding and readiness to move on to the next level?

Formatting the narrative as follows.

- File: Word® format
- Page Limit: The narrative must not exceed five pages. Applications that exceed five pages of writing sample narrative will not be reviewed.
- Font: Arial, 12-pt, single-spaced paragraphs with appropriate spacing between
- Paper: 8.5”x 11”
- Margins: 0.5” at the top with 1” margins the rest of the way around
- Footer: Insert your name and email address
- Citations and References: Use APA formats

Review and Hiring Process: The CASE Director will manage the search and hiring process and acknowledge receipt of all application packets. CASE will invite finalists to interview for the position. Interviews may be conducted by video conference and/or face-to-face. The anticipated start date for the position will be on or about September 1, 2021.

Questions/Comments: Direct questions or comments to Nancy Trivette, CASE Director, by calling (609) 313-3900 or sending an e-mail to Nancy.Trivette@case4learning.org. Additionally, direct questions or comments to Alissa Smith, NAAE Chief Executive Officer, by calling (859) 967-2894 or sending an e-mail to ASmith.NAAE@uky.edu.

NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.