Curriculum Lead

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to equitably supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

As a key member of the CodeVA's Curriculum Team, the Curriculum Lead will design, write, and supervise the creation of computer science learning products in the area of their specialty. They will assist team members through review and feedback to generate high-quality resources for supporting Virginia's K-12th grade computer science learners. Their expertise in design and comprehensive understanding of educational principles significantly enhance the creation of well-structured and sequentially organized curriculum materials across diverse learning settings. Additionally, they will engage in ongoing professional development to ensure the curriculum remains at the forefront of educational innovation and effectively meets the evolving needs of students and educators alike. The Curriculum Lead manages material timelines and writing groups with various members to ensure efficient workflow and product excellence.

Job Responsibilities

Curriculum Development: *Candidate must be able to…*
- Develop high-quality curricular products for a wide variety of settings and participants using CodeVA design standards and aligning with national and state standards
- Oversee curriculum work teams responsible for developing computer science curriculum in collaboration with the Curriculum Development Supervisor
- Work with Programs division and Research team to pilot and evaluate curricular products as expressed in grant proposals
- Facilitate courses within the area of expertise and computer science knowledge and lead event-based activities both on and off-site, in-person and virtually on behalf of CodeVA
- Coordinate with the Publishing team and the Curriculum Development Supervisor to ensure all instructional materials support the delivery of high quality learning sessions

Technical Skills: *Candidate must possess…*

- Intermediate knowledge of coding in one or more domains or with one or more programming languages; experience teaching programming at the middle or high school level preferred
- Proficiency in or ability to learn a wide range of programming languages in use within K-12 computer science classrooms (e.g., Scratch, Python, Javascript, Java, Lua)
- Able to quickly learn new programming libraries/frameworks by, e.g., reading documentation, creating projects
- Proficient with industry standard software development tools, including Git/GitHub, modern text editors (e.g., VS Code), command line operations
- Able to make recommendations about the use of new programming languages and/or computing technologies within classroom contexts based on pedagogical best-practices and alignment to Virginia Standards of Learning (e.g., determining the appropriate age to teach coding using the Pygame Python library vs Scratch)
- Proficient in scripting, performing, recording, and producing video content to supplement or enhance written curricula

Integration Practices: *Candidate must be able to…*

- Design curriculum products with a focus on computer science integration using CodeVA's researched and theoretical approaches, seeking to innovate and test new ways of teaching computer science in 6th-12th grade content areas
- Design, develop, and pilot products to assist K-12 educators and community instructors in integrating computer science knowledge and technical skills within their area of interest and expertise
- Build awareness of efforts integrating computer science, learning from non-CodeVA projects, publications, and research grants
- Publish and present on CodeVA's approach to computer science integration and products at both the state and national levels

Curriculum Lead Logistics: *Candidate must be able to…*

- Provide feedback, coaching, and support to individual part-time members to ensure the highest quality products are created
- Support systems to track distribution and downloads for published curricular products and participant information from the facilitation of sessions
- Maintain comprehensive project documentation throughout the approval, development, and delivery process of projects

- Create project timelines for curriculum development tasks and communicate effectively with the Curriculum Team and supervisors about progress, challenges, and needs
- Ensure timely updates and revisions are made to curriculum products based on feedback from the Curriculum Team, Publication Team, and Data and Research Team to improve curriculum quality
- Maintain organization of digital spaces pertinent to curriculum development work, team communication, and distribution of product
- Engage in continuous learning and professional development related to curriculum writing, instructional strategies, digital technologies, and other forms of content creation and publication
- Serve on assigned CodeVA working groups, committees and teams as assigned by the Executive Director and direct supervisor

External Relationships: *Candidate must be able to…*
- Actively participate in broader computer science and STEM education communities and share relevant information back to internal CodeVA staff in various forms
- Oversee opportunities for volunteers and interns to support the curriculum team through the review, participation, and/or creation of products
- Maintain relationships with partners, funders, and leadership by communicating timelines, milestones, and deliverables on projects
- Communicate at high levels of professionalism through various approved methods to update external partners and stakeholders on the status of curriculum projects throughout product development

Internal Collaboration:

At CodeVA, we prioritize cultivating a culture of cross-functional collaboration, as it is integral to the effective sharing and management of responsibilities. Internal collaboration is fundamental to creating a productive and cohesive work environment, enabling employees to leverage each other's skills and knowledge to achieve common goals. Success in this role is contingent upon demonstrating and fostering this skill set within the larger organization.

Job Qualifications

- Master's degree in Education, Computer Science, OR similar work experience
- At least five (5) years of experience in K12 computer science education
- At least three (3) years of curriculum writing experience
- A strong commitment to community service, in particular through public education or similar experiences
- Demonstrated alignment to CodeVA's mission and values
- Proficiency with Microsoft Office and Google Suite
- Ability to manage multiple projects simultaneously and communicate clearly about their development
- Superb organization and time management skills
- Programming experience in block-based languages

Physical Qualifications

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

Benefits and Salary

Salary: $58,000 - $65,000

CodeVA offers a generous benefits package for full-time eligible employees, including health insurance plans, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, as well as generous holiday, sick, and vacation pay.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Monday, August 4, 2025. Please indicate "Curriculum Lead" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.