

## Curriculum Assistant Position

### POSITION ANNOUNCEMENT

CASE Curriculum Assistant  
Curriculum for Agricultural Science Education  
c/o National Association of Agricultural Educators  
300 Garrigus Building, Lexington, KY 40546-0215  
859-257-2224 or 800-509-0204; Fax 859-323-3919  
Email: [NAAE@uky.edu](mailto:NAAE@uky.edu)

Curriculum for Agricultural Science Education (CASE) is an instructional system that provides intense teacher professional development and curriculum that is changing the culture of agriculture programs nationwide.

Through its system of professional development, curriculum, assessment and certification, CASE equips secondary teachers to elevate student experiences in the agriculture classroom, and prepares students for success in college and careers emphasizing science, technology, engineering, and math (STEM).

CASE provides a complete curriculum in each of its courses. This includes lessons that build on each previous lesson coupled with inquiry-based lesson delivery style, leading students to a higher understanding of big-picture concepts related to agriculture and draw connections with core academic standards.

CASE is a project of the National Council for Agricultural Education and is managed by the National Association of Agricultural Educators. Funding for the project is derived from state education sources, federal grants, and private corporation funding in cooperation with the National FFA Foundation.

## Curriculum Assistant – Job Position

**Position Title:** CASE Curriculum Assistant

**Reports To:** CASE Project Director

**Employment Category:** Contractor (annual contract with potential for renewal)

**Location:** Contractor is not provided office space and is able to work from their home. All requirements including a computer, Microsoft Office 2007<sup>®</sup> professional or newer software, printing, internet, and phone are the responsibility of the contractor.

**Travel Requirements:** Limited travel is required for meetings associated with curriculum development.

**Supervision or Management Responsibilities:** None

**Contract Compensation:** The recipient of this contract will receive an annual rate of \$35,000 per year or \$2916.67 per month of contract. This compensation is a cash payment and does not withhold tax obligations for the recipient. Additionally, because this is a contract agreement, Curriculum for Agricultural Science Education offers no benefits to the private contractor. Contracts are reviewed annually and rate of compensation is negotiable.

### Qualifications:

**Education:** B.A. or B.S. required; Master's Degree or PhD preferred. The degree must be in agricultural education or other education field associated with the sciences or career and technical education.

**Experience:**

1. A minimum of three years of experience as a classroom teacher in agricultural education is preferred. Candidates must provide evidence of quality performance related to teaching and learning methodology.
2. CASE certification for successful completion of a CASE Institute is required.

**Background Knowledge:** CASE teaching experience is preferred. However, a successful candidate is expected to know or be able to learn the following:

- Inquiry-based teaching methodology
- Project- and problem-based instructional strategies
- Curriculum design including scaffolding of concepts, standards-based instruction, assessment and student accountability, experiential learning, and selection of appropriate instructional resources
- Specific content knowledge of CASE ASA and ASP curriculum
- Specific content knowledge related to biotechnology applications in agriculture is also desired

- Skills:** The contractor will be responsible for research and writing of elaborate curriculum materials according to specific design principles. Therefore, a successful candidate must possess the ability to:
- Conduct research both from Internet and book sources
  - Write at a scholarly level according to APA guidelines
  - Write efficiently to meet deadlines for editing and revision
  - Navigate essential computer software including Microsoft Word, Excel, and PowerPoint
  - Manage and lead small group meetings and workshops
  - Communicate effectively via email and conference call

**Job Summary:** The contractor will be responsible for assisting the CASE Curriculum Director with completing revisions to existing CASE courses and will assist with writing the current courses in development. CASE has strict design principles and formatting requirements and every aspect of CASE lessons are written to a professional standard. Therefore, the contractor in this position will need to be skilled at writing and researching. Attention to detail is also important. The CASE Curriculum Director will provide training and assistance as needed.

**General Duties and Responsibilities:**

- Compile and analyze feedback from teachers regarding changes to ASA and ASP courses
- Complete revisions and update formatting to ASA and ASP courses for republication
- Write a student version of ASA and ASP curriculum
- Evaluate instruments and write updated items for ASA and ASP assessments
- Create a pool of assessment questions for ASA and ASP internal assessment question bank
- Update purchase manual for ASA and ASP courses appropriate to revisions
- Complete all requested revisions and rewrite sections according to recommendations from editors to prepare curriculum for final publication

**Application Packet Requirements:**

- Letter of Application
- Resume or Education Vita
- List of five references and their contact information including phone and email
- Writing sample according to the instructions attached to this announcement

**How to Apply:** Send application materials to [dan.jansen@case4learning.org](mailto:dan.jansen@case4learning.org) by **August 15, 2011**. For the reference line of the email, use your last name and first initial followed by "CASE Assistant Application". You will be notified once the materials are received and further information will be provided to you regarding the selection process. If you have any questions about the application process please contact Dr. Dan Jansen, CASE Project Director, at 503-312-0814 or [dan.jansen@case4learning.org](mailto:dan.jansen@case4learning.org).

\*To request the PowerPoint for completion of the writing sample please forward requests to Dr. Jansen as listed above.

## Writing Sample Instructions

The writing sample will provide evidence that you have the ability to apply CASE design principles to improve existing curricula and to create appropriate resources according to CASE protocols. The Curriculum Assistant position will be writing new activities, projects, and problems to improve the existing materials and develop assessment questions for evaluation of student understanding.

CASE formatting and attention to detail is very important. The deliberate design of spiraling concepts and STEM enhancement is stressed in every aspect of our materials. CASE curriculum is very focused on specific concepts and free of trivia and other rote facts. Students must learn through doing challenging exercises and carefully crafted exercises.

You will be converting a common teacher-directed presentation into a relevant student-directed laboratory experience for students to understand the depth of the concept(s) presented in the *Foodborne Illness and HACCP* PowerPoint (provided upon request). Evaluate the material and concept(s) contained in the PowerPoint presentation and develop a lesson plan for facilitating student learning through activity, project, and problem modalities. You **SHOULD NOT** provide detailed worksheets and resources; rather you will explain your approach and design through a narrative.

1. Identify and clearly state the learning concept(s) you feel the presentation is trying to teach.
2. Write an overview of how you would prescribe to teach the specific content provided for Foodborne Illness and HACCP including specific lesson design elements, such as sequence of activities, projects, and problems, and connection to STEM academic standards. You may explain a specific activity, project, or problem if you feel it is necessary, but the example must be part of the narrative.
3. Write two (2) assessment questions related to concept(s) identified in the PowerPoint that measures the student understanding rather than knowledge related to the topic.

### How Your Work is Evaluated

The criterion used to evaluate your narrative will include the following elements:

- Demonstrate knowledge and skill related to converting teacher-directed materials to student-directed, inquiry-based instructional strategies
- Demonstrate the knowledge and understanding of activity, project, and problem modalities used specifically in CASE curriculum design
- Demonstrate ability to research and compile best instructional practices for student learning within differentiated populations
- Demonstrate writing ability including the use of appropriate language, clarity of thoughts, grammar, and formatting
- Demonstrate knowledge of concept-based lessons and assessment

### **Formatting Directions:**

- **File:** Word® format
- **Page Limit:** The narrative must not exceed four (4) pages. Applications that exceed four pages of writing sample narrative will not be reviewed. (References must be included in the page limit)
- **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