About OpenSciEd

OpenSciEd was launched to disrupt a science instructional materials market that was not serving students, teachers, districts, or communities. Despite the research compiled in the *K-12 Framework for Science Education*—which made it clear that equitable science learning starts with student sensemaking of phenomena—the market continues to produce classroom and professional learning materials that position teachers to be deliverers of information and asked students to memorize and regurgitate facts and vocabulary. Many teachers and districts who are dissatisfied with this inequitable learning have been struggling to find partners who will join them by providing a curriculum driven by student sensemaking about phenomena and the professional support to help transform their classrooms. OpenSciEd has stepped forward as that partner who can walk shoulder to shoulder with our educators.

Launched by the Carnegie Corporation of New York with additional support from the Bill & Melinda Gates Foundation, the William and Flora Hewlett Foundation, and the Charles and Lynn Schusterman Family Foundation, OpenSciEd is committed to providing teachers the high quality materials and professional learning they deserve. With support from these foundations, OpenSciEd provides freely available high quality classroom materials, which makes it possible for districts to pay for the transformative professional learning teachers deserve.

To ensure our materials and professional learning meet the needs of students everywhere, OpenSciEd brought in world-class curriculum developers to build materials that put students at the center of learning. We strategically partner with ten states with diverse demographics to make sure that hundreds of teachers and thousands of students from all types of backgrounds would inform the materials development. Additionally, we have every unit evaluated by independent, third party reviewers, who hold us accountable to the high standards of the EQUIP Rubric for Science.
OpenSciEd is a project under the National Center for Civic Innovation and is governed by an Advisory Board which includes state and national education leaders, funders, and experts in the education community.

**Position Summary**
The OpenSciEd Special Initiatives Project Manager will coordinate and manage a variety of projects that support or spin-off from the development of the OpenSciEd core materials and professional learning. This work will include coordinating the work of the OpenSciEd professional learning Facilitator Team, designing new formats and delivery mechanisms for OpenSciEd professional learning, developing processes for and coordinating adaptations of OpenSciEd materials for specific markets, developing mechanisms to more easily upload our materials into learning management systems (Google Classroom, Canvas, Schoology, etc.) and new work that has yet to be determined. Which portions of these pieces of work will be handled by this position will be determined, in part, by the strengths, interests, and expertise of the person who fills the position. The position will report to the Curriculum Director and will be responsible for both managing and facilitating the work. Additionally, the Special Initiatives Project Manager will be expected to represent the work in the broader education community. The following list of responsibilities is meant to be illustrative and not exhaustive of the work of the Special Initiatives Project Manager.

**Key Responsibilities include but are not limited to:**

- Manage the interactions between project partners including external clients, OpenSciEd consultants, and certified organizations.

- Represent these projects to the larger OpenSciEd partnership to gather support and/or feedback to inform further development

- Participate in design and decision-making about owned projects and broader OpenSciEd work.

- Manage contracts, budget, and timelines related to the projects

- Manage timelines and quality in associated projects to ensure quality deliverables and goals are met or exceeded

- Represent the OpenSciEd organization, products, and services at professional gatherings

- Other duties as assigned
Candidate Requirements

The ideal candidate will have:

- 5+ years of science education experience, which includes a track record of success in state or district educational leadership, facilitating OpenSciEd professional learning, teaching OpenSciEd in your classroom, and/or OpenSciEd curriculum development.

- Deep understanding of OpenSciEd’s instructional model and professional learning design.

- Strong project management experience, including successfully leading multi-partner initiatives.

- Excellent written and verbal communications skills, including communicating complex information with clarity to diverse audiences, facilitating dialogue, and building consensus in face-to-face and virtual environments.

- Initiative to seek out work that needs to be done.

- An asset-based mindset and demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

- Aptitude for interpersonal rapport building and working collaboratively with others, including ability to collaborate in a positive, constructive, and succinct manner.

- Comfort in working remotely with colleagues and partners in multiple time zones.

- Strategic vision related to the important role of curriculum reform and widespread implementation of high quality instructional materials as a strategy to advance learning.

- Willingness to start on projects even though substantial aspects remain unclear.

- Experience working with state education agencies and/or school districts.

- Experience with designing and developing resources that will be used by others.

- Ability to thrive in a collaborative and diverse environment.

- Experience with fiscal management, budgeting, and contract development and oversight, preferred.

- Experience with using Learning Management Systems, preferred.

- K-12 Science classroom teaching experience, preferred.
Compensation is in the range of $115,000-$125,000 with competitive benefits and generous paid time off and paid holidays. OpenSciEd is a virtual organization and this position can be based anywhere. Work is conducted in your home office or an offsite location.

OpenSciEd celebrates, supports, and thrives on difference and diversity for the benefit of our team members, our partnerships, and our community. We are an equal opportunity employer and hire without consideration of race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.

Interested candidates should submit an application using our website, www.openscied.org/careers.