

Educational Special Assistant

Provides assistance to professional educators, Curriculum Director and others performing a variety of instruction-related and/or technology development and support tasks. The educational assistant will also serve as curriculum/content developer within the guidance and supervision of the curriculum director. The assistant will be involved in the development, preparation and editing of contents online for school use and potential marking of products.

Special Skill Requirement:

- Bachelor's degree experience in the technology content delivery industry;
- Strength in math, science and STEM disciplines;
- Excellent online communications, writing skills, good listening skills, multi-tasking skills, ability to work individually are common skills expected of a content developer;
- Should be able to think and solve critical issues creatively

Other Requirements:

- At least 3 years in an online educational environment;
- Demonstration of curriculum and/or content developed for educational purposes
- Produce evidence of products created for online consumption

Responsibilities and Roles:

- Create, pilot and fully implement online curriculum and content as needed for secondary school courses in identified disciplines;
- Establish necessary standards with accompanying rubrics to determine student progress;
- Manage course traffic and analyze alterations accordingly to improve the delivery of instruction online;
- Project management using technology software and tools for successful implementation and optimization;
- Validate content for accuracy and usability using support communications and ensure adherence to goals set by the school.