**Job Posting form for Harvard Student**

**Research Assistant Openings**

**Position Title:**  **If Other:**

**Please describe**

**Start Date:** **9/15/2011 End Date if known:** 5/15/2022

**Supervisor (faculty member or designee):**

Adrianne Bock, Director of Curriculum, Democratic Knowledge Project, Edmond J. Safra Center for Ethics

**Assigned course or lab Assignment (if applicable):**

**Brief description of required duties:**

The Democratic Knowledge Project (DKP) K-12 initiative at the Edmond J. Safra Center for Ethics (EJSCE) at Harvard University is recruiting a Graduate Student Research Assistant Accessibility Specialist to contribute accessible curriculum expertise in the redesign of our grade 8 civics curriculum. The Accessibility Specialist will collaborate with DKP team members and piloting teachers in the review, design, redesign and development of accessible curricular resources for our grade 8 civics course, currently being piloted and redesigned with approximately 30 educators across the Commonwealth of Massachusetts. The Accessibility Specialist will also undertake a number of tasks that support the overall curriculum development effort.

The DKP offers the following working accessibility statement: With the goal of recognizing and building on students’ funds of knowledge, we will create activities and resources that are personalized/contextualized, culturally sustaining, socially responsive, age and ability appropriate, and relevant to different racial, cultural, ethnic, and gender groups. Our working definition of equity-centered accessibility includes curricular resources and instructional approaches that support students’ access to the language, concepts, resources, and stories embedded in curricula. It includes strategies to support literacy and engagement with core historical texts, so that each and every student can access and engage meaningfully with curricular content.

The Accessibility Specialist will work to ensure accessibility of curriculum and curricular resources in the grade 8 curricular materials and that they meet our high quality standards. Responsibilities will include:

• Partner with DKP Director of Curriculum, and DKP Program Assistants to review existing curriculum lesson plans, materials, resources, and unit documents, and create new curriculum lesson plans, materials, resources, and unit documents to ensure language, conceptual and cultural accessibility for all learners, particularly for learners with learning differences and emerging bilinguals.

• Research and synthesize information on current curriculum accessibility best practices in the field to share with the DKP team and be included in the curriculum.

• Attend the bi-weekly grade 8 curriculum specialist team working meeting that will be held on Thursdays from 4-5:30.

• Attend the weekly curriculum-wide team meeting- schedule TBD, but will be during the work day.

• Communicate frequently with DKP team members via electronic methods (e.g. email) and via virtual meetings using the Zoom platform.

**Basic and preferred qualifications:**

Please note that to be eligible, applicants must be a currently enrolled graduate student at Harvard University and residing inside the US. We are looking for applicants with a background in General Education or Special Education, and experience with accessible curricular features and familiarity with accessible curricular and instructional practices that can be written into our curriculum documentation and resources. A background in K-8 teaching, instructional design, project-based learning and/or graphic design will be a plus.

**Work location:**

**Expected pay rate or range:** range $21-26/hour depending on graduate student year/level  **Expected pay frequency:**

(Final pay rate will be determined by Human Resources)(Human Resources makes final determination of pay frequency)

**Expected work schedule:**

TBD

**Instructions for applying for the position:**

Please send a 250 words cover letter, your resume, an example of an accessible curricular resource you’ve created, and/or any questions to Adrianne Billingham Bock (adriannebock@has.harvard.edu), Director of Curriculum

**Deadline for applying:**

9/15/21

*This position will be included in the Harvard Graduate Student Union (HGSU-UAW) if filled by a Harvard student*

*“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law”.*