



## **JOB DESCRIPTION**

### **Educational Consultant – STEM Professional and Curriculum Development**

**Position** Contractor - Hybrid  
**Reports** to Director of the McKinney Center  
**Location** is in the Philadelphia area

#### **Role Overview**

The Philadelphia Education Fund's McKinney Center for STEM Education (the "Center") provides comprehensive teacher professional development and curriculum development in career-connected STEM education. The Center is seeking an Educational Consultant with a background in STEM to provide high-quality professional development to school-based and out-of-school-time educators. **The applicant must have experience as either a teacher coach or STEM lead teacher and experience in facilitating professional development workshops and/or developing standards-aligned STEM curriculum.**

The consultant will be assigned on a project basis to support the Center's related engagements and will work with Center staff to update or refine materials, deliver workshops, secure participant feedback, and integrate feedback for continuous improvement.

The ideal candidate for this opportunity has prior experience advising and training groups, working in a school-based setting, developing curriculum, and possesses generalized STEM content knowledge. **Experience with career-connected STEM content is a plus.**

#### **Duties and Responsibilities:**

- Create, edit, and understand all PD and workshop materials.
- Deliver high-quality and engaging workshops to clients, in-person and virtual.
- Deliver engaging and effective training sessions for participants.
- Assess the needs of educators and adapt training materials accordingly to ensure relevance and applicability.
- Provide ongoing support and follow-up with teachers and administrators to reinforce learning and address any challenges.
- Stay updated with the latest trends and best practices in education to continuously improve training programs and to align curriculum development to new standards.

- Evaluate the effectiveness of professional development programs through feedback and assessment tools.
- Design and develop standards-aligned STEM curriculum for students across a span of grade bands from elementary through high school.
- Develop instructional materials, including lesson plans, presentations, hands-on activities, assignments, and assessments.
- Incorporate real-world career scenarios and case studies to enhance career-connected learning and student engagement.
- Collaborate with industry experts and educational stakeholders to ensure the curriculum aligns with current industry standards and workforce needs.
- Secure feedback from clients and participants.
- Employ feedback to inform continuous improvement.
- Attend Professional Development and Curriculum Development meetings, as needed.
- Build and maintain healthy and productive relationships with client leads and participating team members.

#### **Additional Expectations/Qualifications**

- Minimum of bachelor's degree and 5+ years of relevant experience in STEM education (teaching, curriculum writing, etc.)
- Experience as either a teacher coach or STEM lead teacher and experience in facilitating professional development workshops and/or developing standards-aligned STEM curriculum.
- Proficiency in Microsoft 365.
- Experience developing and delivering curriculum that introduces students to scientific methods and lab practices.
- Experience navigating survey design and the Research Review Committee process at the School District of Philadelphia, a plus.
- Excellent written and verbal communication skills.
- Superior organization and time management skills.
- Must possess a passion for supporting the needs of educators.
- Demonstrate reliability and professionalism.

#### **Working Conditions**

- **Must have day or evening flexibility.**
- **Must have reliable transportation** - a valid driver's license highly preferred.
- **LOCATION:** Workshops & training currently take place in the Southeast Pennsylvania area, including Philadelphia.

- **HOURS:** As a contractor, you are scheduled on an as-needed basis. The need is highly dependent on client demand, with many workshops scheduled with our clients during normal school hours. While we deliver professional development all year long, there may be peak months when consultants are needed more than other months.
- **TRAVEL:** Consultants must be willing to travel to deliver PD workshops in person and attend necessary training, in addition to delivering virtual workshops. Own transportation is necessary as this role requires travel beyond the posted location.

**Salary:** Per Project Flat Rates

The salary for this role accounts for the many factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

*The Philadelphia Education Fund promotes a culture of inclusion and does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic orientation, age, disability, veteran status, or any other legally protected factor.*

**To Apply:** Please send a resume and cover letter to [applications@philaedfund.org](mailto:applications@philaedfund.org)