

## **Curriculum Development Assistant/ Facilitator Job Description**

### **Job Overview**

Support teachers and have an impact on educators and their students at Professional Inspiration, a professional development company that provides educators professional development with a focus on teacher wellness and the prevention of teacher burnout. We are looking to hire a part-time course development assistant/ course facilitator to support our online teacher participants. If you're hard-working, passionate and dedicated, Professional Inspiration is an ideal place to bring your talent and ambition.

### **Responsibilities for Curriculum Development Assistant/ Course Facilitator**

- Read participants' assignments and give them feedback in a timely manner.
- Respond to participants' discussions to encourage them and support their learning.
- Assist in verifying participant completions for the After School Professional Development Program (ASPDP) or other professional development committees, organizations, or school districts.
- Assist in marketing by helping to develop strategies to connect to the market and sharing course information when applicable.

### **Skills Needed**

- Excellent customer service skills (warm, kind, prompt).
- Proficient overall computer skills including using search engines, Google Drive, email, Microsoft Word, and other word processing software.
- Proficient ability to write using correct English capitalization, spelling and grammar.
- Ability to learn our learning management system Thinkific or experience with using Thinkific.