**Curriculum Developer,
Skills Center**

This position reports to the Executive Director.  The Curriculum Developer creates and implements the instructional materials for the Skills Center.  Curriculums will be specific to vocations and soft skills training which is incorporated through all learning.

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**Duties**

* Develops the Skills Center curriculum, training materials, training modules, teaching aids and manages programs to include, but not limited to: technical skills, social skills, safety and life skills which support independent vocational success
* Partners with businesses and subject matter experts in targeted industries to conduct research relevant to customized curriculum development
* Supervises, trains and leads vocational educators
* Implements various methods of instruction
* Creates a progressive learning method through continual job task analysis
* Establishes and manages methods of measuring and communicating success of the Skills Center goals
* Network with schools, outside agencies and transition programs
* Mentor and coach educators to further develop their skills
* Develop creative and engaging training materials for an adult audience through a variety of formats and media

**Minimum Qualifications**

* Master’s degree in Education or related field, such as curriculum and instruction
* Minimum of 3 years of demonstrated proficiency in designing, building and deploying vocational and soft skills training
* Strong leadership skills
* Analytical skills
* Effective writing and interpersonal skills
* Creative in conceptual learning
* Familiarity with adult learning principles and concepts among those with developmental and intellectual disabilities
* Advanced to intermediate computer experience and proficiency in Microsoft Office Suite

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In addition to competitive compensation, Skills Center offers a comprehensive benefits plan including paid leave, employer-subsidized Health, Dental and Vision Insurance, employer-paid Short-Term Disability, Long-Term Disability, and Life Insurance, and a 403(b) retirement plan with an immediately vested, employer-provided match of up to 4% of pay.

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**About BCI’s Skills Center**

BCI’s Skills Center is specifically designed for people with developmental disabilities. The Center will provide replicated work settings as well as customized training and professional support for clients seeking vocational skills. The Center will offer a unique opportunity to anyone in the region who has a disability and wants to gain real-life vocational training and work experience with the goal of becoming competitively employed. As the Skills Center grows, an array of career paths and vocational training options will be offered and will be mutually developed with business partners across the community.

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Learn more at [www.skillscenterstl.com](http://www.skillscenterstl.com/).