

RICHARD HEATH AND ASSOCIATES, INC.
JOB DESCRIPTION

TITLE	Curriculum Developer
PROGRAM	CSD
REPORTS TO	Senior Program Manager
DIRECT REPORTS	None
STATUS	Full-Time, Non-Exempt
BAND	8
JD UPDATED	March 2022

PROGRAM SUMMARY

RHA Inc. is a professional services firm that delivers a broad portfolio of energy efficiency, clean energy and related program design and management, as well as providing technical consulting services to our clients. Our programs support State, Federal and Utility clients through education, training, and other technical assistance to improve the services they deliver to California's hard-to-reach and disadvantaged communities. As part of this work, we develop standards, build training curricula and train local contractors to expand their job skills and disseminate critical program information.

JOB SUMMARY

RHA is in search of a unique individual with a multi-faceted skill set. As a consulting firm, our clients look to RHA to design and deliver solutions across a range of subject areas. If you are a professional who is passionate about developing the next generation of our clean energy workforce and have solid writing skills, this position may be a perfect match for you.

The successful candidate must have proven experience in instructional design of technical content for adult learners. This position is intended to support the development of multiple subjects, including residential building science, energy efficient building retrofits, building systems, and health and safety principles. Candidates should be self-driven and able to work independently, while also contributing to a highly collaborative work culture.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-) Utilize your expertise and creativity to develop innovative, creative, and highly engaging energy efficiency curricula, for both in-person and remote learning mediums.
-) Collaborate with the project team and manager to establish timeframes for the delivery of courses materials.
-) Manage development of multiple curricula individually and working in a cross-functional environment with other team members.
-) Develop a deep understanding of relevant program policies and procedures.
-) Translate complex concepts into simple, polished, and engaging content.
-) Select the best delivery option(s) to reinforce specific course content.
-) Work with subject matter experts to ensure specialized topics are appropriately addressed
-) Update and develop training materials to support training goals. Develop syllabi, outlines, student materials, lesson plans, exams, assignments, practice exercises, field activities, and PowerPoint presentations.

-) Create and contribute to the development of new and existing curricula, as well as other technical projects as needed.
-) Ensure that deliverables adhere to the relevant regulatory requirements.
-) Analyze information required for the development or update of curricula, policy, procedures, or form documentation.
-) Collaborate with course instructors for effective transmission of learning objectives and course materials in the delivery to learners.

OTHER FUNCTIONS

-) All employees are responsible to work safely, know & follow safety policies/procedures and are expected to conduct themselves in a manner that promotes the health and safety of others and themselves
-) Participate in cross-functional team projects involving internal resources and industry stakeholders
-) Duties as assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Your duties, responsibilities and activities may change at any time with or without notice at RHA's discretion.

KEY PERFORMANCE INDICATORS

-) Development of effective curricula and training and technical materials
-) Measurable evidence of student retention of information, concepts, and protocols
-) Strong team collaboration
-) Establishment of feasible timelines to achieve the training goals and objectives outlined by the program
-) Meeting production expectations for the creation of energy efficiency curricula
-) Accuracy, quality, and timeliness of work products
-) Effective training for diverse student populations
-) Develop instructional activities and learning styles for all types of learners
-) Demonstrate behavior management skills to keep the class learning in a positive and engaging environment

JOB REQUIREMENTS

Education

-) Bachelor's degree in education or a relevant technical field or commensurate experience

Experience

-) 2+ years of experience as an effective curriculum developer

Skills/Knowledge

-) Superior written and verbal communication skills, with an aptitude for attention to detail
-) Strong organization and time management skills, including the ability to prioritize competing tasks accordingly
-) Ability to write for different audiences and produce content that is clear, concise, accurate, consistent, and easily understood by the target audience
-) Ability to work independently and as part of a small team
-) Demonstrated competency with the Microsoft suite and e-learning management platforms

-) Knowledge of learning experience design principles a plus
-) Experience with interactive e-learning tools (Doodly, ThingLink, YouTube etc.)

Physical Job Description

) Typical Working Conditions:

- o Hours are typically Monday through Friday, 8 a.m. to 5 p.m. with some evening and weekend hours as needed
- o This is a home-based position and employee is expected to provide their own safe workstation. All computer equipment will be provided.

) Equipment Used/Required:

- o Standard office equipment including computer and phone

) Essential Physical Tasks:

- o While performing the duties of this job, employee is regularly required to talk and hear
- o Primarily a sedentary role; however, training time may require extended periods of standing. Some travel may be required
- o Physical ability to occasionally lift files and materials (up to 20 pounds), bend, stand, and reach above head as necessary
- o Position requires computer and keyboard use approximately 80% of the time
Specific vision abilities required: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents