



## **LEGAL CURRICULUM CONSULTANT (Part-Time/Contractual)**

### **ORGANIZATION OVERVIEW**

NJ LEEP is a four-year college access and success program working with 170+ students from underserved neighborhoods in the greater Newark area. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and 100 percent of NJ LEEP program graduates have gone on to college, including institutions like Amherst, Georgetown, Princeton, Rutgers, Wellesley, Wesleyan, and the University of Chicago. NJ LEEP has won national awards for program quality and innovation and has been recognized at the US Department of Education and The White House.

### **POSITION OVERVIEW**

This is a new position created as part of NJ LEEP's 2017-21 strategic plan and intended to strengthen the quality of NJ LEEP's College Bound Program. The Curriculum Consultant will be responsible for writing legal curricula and a background in law is preferred.

The Curriculum Consultant will be responsible for rewriting NJ LEEP's Summer Law Institute (SLI) curricula, lesson plans and assessments. The Curriculum Consultant will report to the Legal Education Manager and will work closely with relevant NJ LEEP staff members to gain insight and perspective. The Curriculum Consultant is a part time/contractual position.

### **PRIMARY RESPONSIBILITIES**

#### **Curriculum Revision and Assessment**

- Create NJ LEEP's Summer Law Institute curricula, including educational materials like lesson plans, instructor and student manuals, homework assignments, activities and readings, and assessments
- Create a comprehensive assessment strategy to gauge student learning and growth
- Create an integrated vision for classroom instruction and training
- Partner with the Legal Education Manager and staff to further redefine SLI's cultural and academic structure, which consists of criminal justice: theory and practice, and criminal trial: process and procedure
- Create mock trial competition format and relevant prep materials for instructors and students
- Work with staff to create curriculum map and design that is consistent and fluid with other all other NJ LEEP programming, standards of excellence, and values.

### **Observation, Feedback, and Professional Development**

- Create refined systems for instructional observation and feedback and support implementation of new systems
- Train relevant staff on execution of finalized curriculum
- Create periodic evaluation methods to be conducted by Legal Education Manager

### **QUALIFICATIONS**

NJ LEEP is dedicated to very specific core principles. Among them are: a commitment to excellence and a willingness to constantly reflect on ways to improve our individual and institutional performance. Additionally, candidates must have the following:

- BS/BA degree from a 4-year college or university; law degree preferred
- Experience writing legal and/or high school curriculum
- Preference for experience working in a college readiness institution
- Knowledge of ELA standards and benchmarks
- Capable of developing and defining a comprehensive vision for academic skill building
- Strong problem-solving skills and attention to detail
- Excellent written skills
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Professional and positive attitude with a willingness to contribute to a positive staff dynamic; a sense of humor is a must

**Compensation:** NJ LEEP offers competitive compensation.

**Application Instructions:** Interested applicants should submit a resume and cover letter to Elizabeth Abitanto at [eabitanto@njleep.org](mailto:eabitanto@njleep.org) with the subject line “Legal Curriculum Consultant.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by **March 15<sup>th</sup>** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will be contacted.

*NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.*