

## **Job Description** **Moore Norman Technology Center**

---

**Job Title:** Curriculum Developer (AVID Lab)

**Mission, Vision, and Core Values:** Commits to fully support Moore Norman's mission, vision, core values, and culture:

***Mission***

Preparing for success, changing lives, building better tomorrows.

***Vision***

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

***Core Values***

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

***Culture***

The Moore Norman Way – *staying above the line*

**Job Objective:** To support the AVID Lab's mission of expanding aerospace education by developing structured, hands-on curriculum across K–12, university, and industry learner populations. The Curriculum Developer will design lesson plans, activity guides, and assessment tools aligned to CTE standards, while collaborating with K–12 & university faculty, adjunct instructors, and industry partners to continuously improve program quality and ensure learners at every level gain the technical knowledge and skills needed to contribute to Oklahoma's growing aerospace workforce.

### **QUALIFICATIONS**

**Education:** Bachelor's Degree or related experience

**Credentials:** Bachelor's degree or certificate in instructional design, curriculum development, aerospace technology, instructional technology & training, engineering technology, education, or a closely related field preferred.

***Special Knowledge, Skill or Ability***

- Knowledge of curriculum development principles and instructional design best practices for CTE or STEM education
- Familiarity with aerospace, aviation, manufacturing, or engineering technology concepts and equipment
- Strong written and verbal communication skills
- Ability to work collaboratively alongside faculty, adjunct instructors, and industry partners
- Proficiency or willingness to learn professional-grade aerospace tools including 3D scanning, CAD software, and VR platforms
- Strong organizational skills with attention to detail in recordkeeping, documentation, and grant compliance
- Commitment to maintaining a safe, professional learning environment
- Maintains confidentiality of records and information
- Maintains calendars and schedule appointments
- Possesses reliable, dependable, and punctual attendance
- Requires a high level of initiative

**Experience:** Minimum two years of experience in curriculum development in technical training, CTE, or STEM education context or industry training in a related field

**Reports to:** Director, Aerospace & Transportation

**Contact with Others:** An incumbent in this position has regular contact by telephone, email, or in person with the public, and other employees. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

**Essential Duties and Responsibilities**

1. Consult with industry partners and subject matter experts to ensure curriculum content reflects current aerospace workforce needs and industry standards.
2. Develop instructor guides and onboarding materials to support adjunct instructors and lab facilitators in delivering curriculum consistently and effectively.
3. Design, develop, and maintain curriculum materials for K–12, university, and industry learner populations.
4. Produce complete lesson plans, activity guides, assessments, and engineering log templates for all AVID Lab activities.
5. Ensure all curriculum meets MNTC credentialing standards and aligns with CTE and STEM education frameworks.
6. Maintain a curriculum library with version control and document all development milestones for grant reporting.
7. Partner with university professors, faculty, and adjunct instructors to support learning objectives across all populations.
8. Participate in curriculum review cycles, advisory meetings, and program evaluation activities.
9. Use direct facilitation experience to identify curriculum gaps and revise materials as needed.
10. Attends and assists with schoolwide and other divisional events beyond the normal workday.
11. May perform other professional duties based on the needs of the position.

**Supervision Exercised:** None

**Physical/Mental Requirements and Working Conditions**

- Work is normally performed in a typical interior/office work environment
- Limited physical effort required
- Limited exposure to physical risk
- Must be able to communicate on the telephone, email, and in person
- Some minor lifting may be required of the position.
- This is not an exhaustive list and reasonable accommodations will be made as needed

**Environment/ Working Conditions:** Office, lab, shop, virtual, and classroom setting

**Equipment Knowledge:** Computer and various software packages, fax, photocopier, and audio-visual equipment

**Duration of Contract:** Grant Funded/Part-time

**FLSA Classification:** Non-exempt

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy.

**Approved:** I have read the job description for which I have been hired and agree to the responsibilities listed above.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date