

## **LAYC Career Academy Healthcare Curriculum Consultant**

### **Overview:**

The LAYC Career Academy is seeking an experienced curriculum developer to create a curriculum that will prepare our target student body of disconnected youth, ages 16-24, to pass the Certified Medical Assistant Exam and to succeed in a career as a Medical Assistant.

### **School Description:**

The LAYC Career Academy sets high expectations for disconnected youth, 16-24 years of age, by providing a college preparatory GED curriculum and the opportunity to gain college credits before graduation. The school is built upon the central beliefs that:

- All youth can and must obtain either a college degree or industry-recognized credential.
- Students grow by recognizing their own strengths, using them to overcome obstacles, and setting and achieving ambitious academic and career goals.
- Disconnected youth will succeed academically and personally with the help of high-quality, culturally appropriate education and support services.

All graduates will complete a college preparatory curriculum that is aligned to Common Core State Standards and pass the GED exam. Students will also achieve one of three outcomes before graduating: become a Certified Medical Assistant; become an A+ Certified Computer Hardware Technician; or complete six college credits through the Career Academy's partnership with the Community College of the District of Columbia.

### **Characteristics of Ideal Curriculum Consultant**

- Possesses an extensive knowledge of the healthcare field, the Certified Medical Assistant Examination, and job requirements for a medical assistant.
- Deep experience in curriculum development, instruction and assessment.
- Demonstrates an understanding of the school's target population: low income, urban, 16 to 24 year old youth.

### **Responsibilities:**

- Prepare a curriculum map and unit maps in the form of a chart with the following columns:
  - Length of Unit
  - Essential Questions
  - Performance Standards for a Certified Medical Assistant
  - Activities
  - Assessments
  - Texts/Resources

The class will be taught over three semesters. Two of these semesters will be intensive, where students will be focusing on this topic for more than half of their time.

- Complete curriculum and unit maps by April 2012
- Collaborate with the Principal and Leader Teacher, who will be hired between February and March 2012.

**To apply:**

- Please send the following attached to an email to Blair Hewes [Blair@layc-dc.org](mailto:Blair@layc-dc.org):
  - A cover letter that explains relevant experience and includes an estimated total cost for the work.
  - Resume
  - Sample of work
  - Three references
- Please contact Blair Hewes with any questions about the school or the curriculum:  
Blair Hewes  
Special Projects Manager & Board Liaison  
Latin American Youth Center  
1419 Columbia Road NW  
Washington, DC 20009  
Office: 202-319-2228  
Fax: 202-462-5696  
[Blair@layc-dc.org](mailto:Blair@layc-dc.org)