



Curriculum Developer / Program Instructor POSITION DESCRIPTION

Position Type: Full-time, 2 Year Fixed Term

Location: Hybrid Remote

Reports to: Operations Manager

Application Deadline: 31st of January, 2023

Estimated Start Date: Early February, 2023

Salary Range: \$65,000-\$70,000

About WAI

WAI: Wastewater Alternatives & Innovations is a Hawaii-based non-profit organization established in 2019. We share our name with the Hawaiian word for water. Our mission at WAI is to help restore healthy watersheds, clean water and resilient reefs by reducing the amount of sewage pollution originating from cesspools and failing septic systems. Statewide, 83,000 cesspools leach over 52 million gallons of untreated wastewater into the ground every day. Much of this leachate reaches groundwater and the ocean, impacting drinking water, public health, and coral reefs. WAI's vision for clean water motivates our team to help communities across Hawaii convert cesspools to innovative new systems that are more affordable, efficient and better for the environment. WAI works to identify and address bottlenecks in cesspool conversion, such as the need for additional qualified workers in the wastewater field, financial assistance for the costs of conversion, and the implementation of innovative wastewater systems from single-family homes to the community scale.

Job Details

This is a full-time, two-year position with an annual salary range of \$65,000-\$70,000, with potential for continuation of employment depending on performance and funding. This role includes paid benefits, including vacation days (10), federal holidays (11), paid sick leave (5) and reimbursement for health insurance premiums, as well as access to a retirement saving plan. The majority of this position will be conducted remotely, but the selected applicant should live in the state or be ready to relocate to Hawaii by the start of the position for required local meetings and inter-island travel.

Program Overview

Significantly more technicians are needed to replace 83,000 cesspools by 2050, as mandated by the Hawai'i state legislature Act 125. The Workforce for Water (W4W) program aims to

address this critical need for additional wastewater professionals. W4W will provide entry level wastewater training and information and raise awareness around the application and use of individual wastewater systems or cluster systems. W4W will focus on servicing the two islands with the highest number of cesspools, Hawai'i Island and Maui. WAI's goal is to teach and successfully graduate 100 participants in two years. It is WAI's hope to strengthen and increase the visibility of the wastewater industry as a promising career pathway.

Position Overview

This position has two key components: course development and implementation. This role will collaborate with the W4W Advisory Council (AC) to develop course content that meets the needs of local employers in emerging skilled trades and technologies. The AC consists of industry, employers, advocacy groups, trade associations, higher education and government officials. The curriculum developer will attend all AC meetings in order to gather content for the design of the curriculum and layout of the program. The AC will ensure the training program reflects the most up-to-date and sustainable technology currently being tested and approved by the state of Hawai'i, as well as identifying the basic knowledge, skills and traits required for entry level wastewater jobs. When needed, WAI will bring in content experts as well as facilitators to help guide the process.

The broad goals of the course will include:

- **Introduction to Wastewater Management** will introduce participants to the sanitation industry while providing opportunities for students to meet and develop connections with partners throughout the industry.
- **Wastewater Treatment Design** will focus on the unique issues related to water in Hawai'i and fundamental design principles behind various types of wastewater treatment and conveyance systems.
- **Project-Based Field Study** includes experiential, hands-on activities that serve as a capstone project for students. Participants will complete a project designed to translate technical knowledge into opportunities for service learning in the community.
- **Support for Workers and New Entrants** so they gain skills and transition from unemployment to (re)employment quickly or continue in a more advanced certificate, credential program and post-apprenticeship career pathways.

Once the curriculum is approved, this role will then transition into an instructor capacity. The course structure and implementation will be developed based on the curriculum in unison and with the support of the WAI team.

While it is hoped that the individual who fills this role has a foundational knowledge in wastewater, it is understood that subject matter experts will be brought in as guest lecturers and advisors to supplement knowledge gaps through WAI's existing network of partners.

Primary Position Duties

Course Development (February-August 2023):

Pre-Planning:

- Develop learning goals.
- Attend AC, WAI, and partner meetings.
 - Document input of subject matter experts related to course learning objectives and curriculum development.
- Review relevant educational software, books, videos, and other resources.
- Review existing individual wastewater courses in other states to get ideas for course structure and focuses.
- Ensure that deliverables comply with the AC's specific design criteria and are appropriate for implementation.
- Collaborate with the WAI Recruitment Specialist to tailor marketing materials and outreach strategies based on course contents/learning objectives.

Curriculum Development:

- Collaborate alongside the WAI team to develop learning goals.
- Create lessons and instructions appropriate for a spectrum of knowledge-bases, including e-learning training courses, based on AC input.
- Select training tools or training delivery mechanisms (whole-group lessons, practice activities, testing/evaluation, and related instructional materials), based on the material being taught and the audience being targeted.
- Create course syllabus.
- Coordinate with guest speakers, including subject matter experts.
- Plan and develop a capstone project.
- Garner AC approval for the proposed comprehensive wastewater curriculum and supporting resources aligned to Hawai'i specific standards and scope.
- Collaborate in conducting a pilot test of the lessons.

Course Implementation (Anticipated to Commence August/September 2023):

Course Delivery:

- Teach and facilitate course content in accordance with syllabi.
- Confirm course delivery dates, times, and meeting information (i.e. location or Zoom information) with guest speakers, including subject matter experts.
- Administer exams/tests.
- Provide assistance and support to students.
- Leverage lessons and partner support to provide career guidance and development to students. Assist with transition from course graduation to seeking employment in the wastewater field.

Evaluation:

- Maintain and improve course content, manuals or other training materials.
- Assess the impact of training programs by measuring participant understanding of the subject matter.
- Evaluate student needs and teaching methods.

- Implement changes in curriculum as needed after reviewing course content (after cohort completion and during the teaching period if necessary).

Position Requirements

Curriculum Developer/Program Instructor should meet the following requirements:

- Bachelor's degree or higher (educational background or experience within the wastewater industry).
- Experience with curriculum development.
- Teaching or training experience.
- Strong familiarity with communities in Hawai'i (particularly Hawai'i Island and Maui).
- Be willing and able to travel to neighbor islands.
- Valid driver's license.
- Experience with computer video communication tools (Zoom) Microsoft Office (Word/Excel/etc.) and familiarity with Google-suite (Docs, Sheets, etc.).

Preferences

The Curriculum Developer/Program Instructor is preferred, but not required, to have the following:

- Knowledge in Water Chemistry and Analysis
- Knowledge in Wastewater Treatment System Design
- Experience with Budget and Project Management
- Industry Communication and Networking
- Experience working with Computer Aided Design (CAD).
- Strong communication skills & technical writing skills
- Self reliant, detail-oriented and strong organizational skills
- Excellent communication, organization and leadership skills
- Strong team player with a positive attitude

How to Apply: Submit a resume, cover letter and the names and contact information for three professional references to stuart@waicleanwater.org, john@waicleanwater.org and graemeland@waicleanwater.org

**This description is not designed to be a comprehensive list of all responsibilities and duties for this position.*