



22 June 2023

MEMO TO FILE re Curriculum Writing Bids

We will collect bids to create curriculum for AzSOC courses in two primary ways.

- For specific projects requiring proprietary or highly specific content, we will solicit bids or issue a request for proposals, depending on the budget. A Memo to File will be prepared each time it is necessary to utilize this approach.
- For individual courses, usually created by teachers, we will maintain a file of ongoing bids using the form on pages 2-3 of this memo. The form distinguishes between courses developed from existing curriculum as opposed to newly created, and includes additional fees for the work required to meet dual enrollment needs or to create science or CTE labs that can be safely performed without adult supervision.

The bids will provide both a financial frame for payment and create a cadre of teachers and other educators prepared to develop courses. New teachers and curriculum writers will be asked to complete the same form, and the form will be added to the file.

These curriculum writing assignments will be contracted using the same basic teacher contract already approved by the County Attorney, and will be cleared with County Attorney and Finance.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Glen Lineberry', is written in a cursive style.

Glen Lineberry
Executive Director
glen.lineberry@azsoc.org
C 480.329.3677



Curriculum Writer Bid Request

Arizona Student Opportunity Collaborative (AzSOC) is seeking experienced educators to create online secondary courses in the Canvas LMS. Please complete the information below as part of our initial bidding process.

AzSOC is a grassroots effort to bridge instructional gaps facing rural students and schools. We pay highly qualified teachers to teach an additional online course – synchronously and asynchronously – and make those classes available at no cost to students, families and schools. We pay stipends, provide targeted professional development, and support your efforts to build and delivery high quality content. We are seeking strong teachers, curriculum developers, and support staff. We encourage women and minorities to apply. AzSOC is a grant-funded project based at the Yavapai County Education Service Agency.

Please describe your experience writing curriculum for virtual or online instruction (check all that apply):

- ___ I created online curriculum for my students during the pandemic, based on my classroom curriculum.
___ I have created Canvas-based modules for AzSOC.
___ I have created Canvas-based modules for other virtual or online providers.
___ I have created modules in other learning management systems for other virtual or online providers.
___ I have written classroom curriculum but not online versions.

AzSOC pays curriculum writers based on the work required. Please indicate your interest in each category by entering your bid to do the level of work. Payment is rendered upon acceptance of a completed course.

Table with 2 columns: Task, My Bid. Contains 5 rows of tasks and corresponding bid lines.

Please tell us about yourself:

Name
Mailing Address
Telephone
Personal Email

Curriculum Writer Job Description

Arizona Student Opportunity Collaborative (AzSOC) is a grassroots effort to bridge instructional gaps facing rural students and schools. We pay highly qualified teachers to teach an additional course – online and asynchronously – and make those classes available at no cost to students, families and schools. We pay stipends, provide targeted professional development, and support your efforts to build and delivery high quality content. We are seeking strong teachers, curriculum developers, and support staff. We encourage women and minorities to apply. AzSOC is a grant-funded project based at the Yavapai County Education Service Agency.

Curriculum Writer Qualifications

Minimum Qualifications	Relevant degree (or industry experience for CTE) Evidence of strong writing skills Experience developing online curriculum Able to participate in online professional development
Desired Qualifications	Demonstrated success writing online curriculum Graduate degree in content area and/or teaching Expertise with online LMS, including Canvas Experience as online student and/or teacher
Performance Expectations	Fully researched content in each course Multiple engagement opportunities in each module Multiple assessment approaches to enhance student mastery Meet all deadlines Open to teacher and administrative input during writing Built-in flexibility for network and/or local facilitation of courses