



Job Postings for Schools for part-time or EC

Employment Information

Job Title: Educational Technology Google Trainer

Job Summary

Teachers are needed to provide after-school training sessions on Google Apps for Education (GAFE) as both Lead Presenters and/or Support Presenters. Selected trainers will provide sessions on a variety of topics related to the core Google Apps – Docs, Slides, Forms, Sheets, Classroom, Contacts and Groups, and Drive. GAFE sessions are listed in PD Planner and are scheduled at selected locations around the District. If enrollment fails to meet the required minimum, workshops may be canceled. Presentations and other training materials have been created by the Office Educational Technology and will be available for use. Lead presenters will be responsible and compensated for set-up and clean-up of the training site, collecting attendance sheets, and troubleshooting any technical issues that may arise during the workshop. Support presenter will be present during the presentation only.

Essential Functions

- Deliver GAFE session on the identified topic(s)
- Set up/clean-up training location (lead presenter)
- Collect attendance sheets; return attendance to Educational Technology
- Manage diverse skill/knowledge levels of participants based on adult learning theory
- Troubleshoot any technical issues that may arise during the session

Minimum Requirements

Practical knowledge of basic troubleshooting on Macbooks and/or Chromebooks
 Experience providing professional development on technology or technology-related topics to teachers based on adult learning theory
 No anecdotal record on file and nor subject to any disciplinary action within the past 18-months
 Willingness to collaborate and improve with feedback
 Functionality, professional conduct, ability to follow directions

Specific Criteria

Expert knowledge of (most if not all) Google Apps for Education (Drive, Docs, Slides, Forms, Sheets, Contacts/Groups, Classroom)
 Attendance at District-sponsored Google Training opportunities (preferred)
 Provided GAFE turn-around training or support to colleagues (preferred)

School:				Region:				
Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Hours:								
Hourly Rate: Start: \$29.45/hour (support); then \$48.86/hour (lead presenter)				Benefits:			Yes	No
Office Requesting Announcement:								
Application Procedure								
<p>Send letter of interest and resume to Michelle Harris (email below)</p>								
Contact Name: Michelle Harris								
Contact Phone: 215-400-6870					Email mimuller@philasd.org			
<p>Once the form is completed, please email the form to mimuller@philasd.org. This form is for the School District of Philadelphia USE ONLY</p>								