

THE SCHOOL DISTRICT OF PHILADELPHIA

Office Of Human Resources



Job Posting for Schools			
Job Title:	Future Business Leaders of America (FBLA) Citywide Advisor	Travel Required:	Up to 30% (Per chaperoning duties)
Department/Group:	Career and Technical Education	Grade level:	10 th – 12 th
Level/Salary Range:	Current EC Rate as per the PFT Contract	Position Type:	Part Time
Contact Person:	Renee Novello rnovello@philasd.org	Position duration:	Two School Years October 30, 2017 – June 30, 2018 October 30, 2016- June 30, 2017
Allotted time:	Up to 45 hours per school year	Posting Expires:	October 13, 2017
Job Description:			
<p>Overview:</p> <p>The School District of Philadelphia, through the Office of Career and Technical Education, is looking for a dynamic School District teacher to oversee all FBLA chapters throughout the School District of Philadelphia. FBLA is a state-mandated, co-curricular Career and Technical Student Organization (CTSO) that is required for students enrolled in a Career and Technical Education related program of study. Participation in CTOS ensures that students engage in professional and personal leadership development opportunities directly aligned with the competencies of a state-approved CTE related program of study. The successful candidate will manage and coordinate all school-based FBLA organizations.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Must possess knowledge of FBLA guidelines and requirements relating to the School District curriculum standards • Plan and conduct a minimum of 3 citywide meetings with all FBLA school-based advisors • Serve as a support to new teacher advisors starting a school-based FBLA chapter • Provide ongoing support and leadership to school-based FBLA advisors • Organize calendar of activities and events for the Philadelphia citywide FBLA Chapter • Promote the National platform to all students who participate in a Philadelphia chapter • Generate excitement and enthusiasm to all staff and students who participate in FBLA • Adhere to your Perkins budget allocation for the school year 			

Date posted: September 2017

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- Submit all trip paperwork & supporting documents (SEH-194 & SEH-195 forms) a minimum of eight weeks before Conference date

Knowledge, Skills, and Abilities:

- Knowledge of FBLA rules, regulations, and procedures pertaining to the code of conduct
- Proven ability to record meeting minutes and the ability to use a personal computer
- Ability to keep financial records of FBLA, including but not limited to collection of fundraising proceeds, managing a budget for fundraising activities, and assisting school operations officer with creation of a FBLA bank account
- Ability to manage and coordinate FBLA programs throughout the School District of Philadelphia
- Prior knowledge of fundraising preferred

Criteria for Selection:

- Serve as a school-based CTSO advisor (preferred but not required)
- Possess a valid Commonwealth of Pennsylvania Teaching Certificate or Emergency Certification, Vocational Intern or Vocational Instructional I Certificate in an approved Career and Technical Education program of study
- Be an appointed teacher in a school with demonstrated experience of CTSOs aligned with Career and Technical Education programs of studies
- Have an excellent attendance record, defined as no more than eighteen (18) occasions of absence for personal illness in the last three (3) years. A consecutive period of absence constitutes one occasion
- Have no unsatisfactory documentation pending or on file
- Preference will be given to teachers who have competed in a State and/or National FBLA Competition within the last year
- Preference will be given to teacher who has served as a school-based advisor within the last year
- All EC hours must be submitted by deadline, if not this could affect receiving payment for EC
- Selection will be in accordance with Article XVII-Section C-1 of the PFT contract

Compensation (EC) and documentation requirements:

The program will begin each school year from the months of October through June. The CTSO advisor must hold meetings and work exclusively on CTSO projects not to exceed 45 hours per school year. All supporting documents must be submitted by due date for EC payment. All EC hours must be submitted by deadline, if not, this could affect your school's Perkins allocation for the following school year. Teachers will be paid the **contractual EC rate**.

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Application Procedure:

Qualified applicants must submit a resume and application to the Office of Career and Technical Education by close of business October 13, 2017.

Send resumes to Opportunities Employment: Office of Career and Technical Education, 2nd Floor, 440 N. Broad Street, Philadelphia, PA 19130 or e-mail as a Word document attachment to: rnovello@philasd.org. Applicants will be notified as to the status of their application by October 20, 2017

Contact Name: Renee Novello

Contact Phone: (215) 400-5599

Email: rnovello@philasd.org

Once the form is completed, please email the form to rnovello@philasd.org

This form is for the School District of Philadelphia *USE ONLY*

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FBLA CTSO CITYWIDE ADVISOR APPLICATION			
TEACHER CONTACT INFORMATION			
School Name:			
School Address:			ZIP Code:
Teacher Name:		Current School Assignment:	
Number of Years teaching at The School District :			
Phone:		E-mail:	
City:		State:	ZIP Code:
Region:	Principal Name:		
SUBMISSION TIMELINE			
<p>Submission: All EC Original Documents with supporting documents are Monthly (i.e. January: All meeting within January (one month) must be submitted by beginning of the month ,February 2.)</p> <p>If submission is not within that school year, your EC will be deducted from the next school year leaving you with fewer hours.</p>			
AGREEMENT			
<ol style="list-style-type: none"> 1. I will Plan and conduct a minimum of three Citywide meetings with all school based advisors 2. I will submit all trip paperwork & supporting documents (SEH-194 & SEH-195 forms) eight weeks before conference date or this could affect my chapter participating in competition 3. I will submit my <i>EC Attendance Log</i> in a timely manner and have it filled out properly 4. I will adhere to the <i>EC Attendance Log</i> submission timeline 5. I will keep records of CTSO student meetings that will include dated agendas, sign-in sheets and minutes 6. I will adhere to the allotted Perkins budget and keep records of all CTSO expenditures. If I go over the predetermined allotment, my school will be held financially accountable for the total amount due 			
SIGNATURES			
Your signature below indicates acknowledgment of the agreement and your commitment to the position			
Signature of Applicant:			
Employee ID#:			