

Office of Human Resources

Job Postings for Schools for part-time

Employer Information							
Teacher Mentor for Teacher Induction Program: Up to twenty (20) teachers, K to	Date of Request: March 12,						
12th grade will be hired to facilitate professional development sessions for Cohort 2 (please see schedule of dates below)	2018						
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The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction order to convert to a Level II certificate. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers. Facilitators for this cohort will lead sessions at Fels High School or lead sessions at Philadelphia Military Academy. Teacher enrollment in induction by location will determine the need for number of facilitators at each location.

This teacher facilitator position requires the selected teacher to contribute to the Induction Program by:

- Participating in all mentor trainings and script reviews.
- Facilitating a maximum of 8 professional development sessions incumbent upon the cohort that they facilitate for
- Review, assess, and provide feedback to teacher portfolios

Job Responsibilities include, but are not limited to:

- Attend and participate in all after school script review sessions from 5:00pm-6:00pm paid at the contractual PD
 rate. Please note the 1st script review will be held in person and will take place from 4:30pm-6:30pm and will be
 paid at the contractual PD rate.
- Facilitate a maximum of 10 professional development sessions 9:00am-1:00pm and/or 4:30pm-7:00pm for Cohort 2 paid at the contractual Leader rate.
- Communicate promptly and proactively with the Office of Teaching and Learning and Induction Coordinators.
- Incorporate feedback from the Office of Teaching and Learning team and Induction Coordinators.
- Document use of time.
- Assess participant portfolios and provide feedback using a rubric. Facilitators will be paid at the EC rate for scoring of portfolios.
- Submit paperwork to verify Induction participant's completion of Induction and meeting deadlines.

Cohort 2 Induction Mentor Orientation (*for new mentors only); Saturday, September 29 from 9:00am-2:00pm				
Script Review Date	Induction Session Date			
Script Review Date	Induction Session Date			
Thursday, October 4	Saturday, October 13			



4:30pm-6:30pm *in person @ 440	9:00am-1:00pm			
Thursday, November 8, 5:00pm-6:00pm *Google Hangout	Thursday, November 15 4:30pm-7:00pm			
Thursday, December 6, 5:00pm-6:00pm *Google Hangout	Thursday, December 13 4:30pm-7:00pm			
Thursday, January 3, 5:00pm-6:00pm *Google Hangout	Saturday, January 12 9:00am-1:00pm *Snow day January 26			
Thursday, January 31, 5:00pm-6:00pm *Google Hangout	Thursday, February 7 4:30pm-7:00pm			
Tuesday, February 19, 5:00pm-6:00pm *Google Hangout	Saturday, March 2 9:00am-1:00pm			
Thursday, March 14, 5:00pm-6:00pm *Google Hangout	Thursday, March 21 4:30pm-7:00pm			
Thursday, March 28, 5:00pm-6:00pm *Google Hangout	Saturday, April 6 9:00am-1:00pm			
Tuesday, April 16 5:00pm-6:00pm *Google Hangout	Thursday, April 25 4:30pm-7:00pm			
Thursday, May 2, 5:00pm-6:00pm *Google Hangout	Thursday, May 9 4:30pm-7:00pm			

Minimum Requirements

Be a regularly appointed certified teacher in the School District of Philadelphia with a minimum of 6 years of teaching and a demonstrated knowledge of effective instruction and classroom management

AND

Demonstrate effective communication skills related to facilitating adult learning through professional development.

Specific Criteria

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- 1. Have an excellent attendance and punctuality record during the last three (3) years (defined as no more than eighteen occasions of absence for personal illness or lateness during the last three (3) years). A consecutive period of absence constitutes one occasion.
- 2. Have no unsatisfactory documentation pending or currently on file.
- 3. Be a regularly appointed and certified teacher in the School District of Philadelphia.
- 4. Complete a performance task which will be graded using a rubric from the Office of Teaching and Learning. Should there be the same score between two applicants, seniority will be the final determining factor in hiring.

School: N/A					Region: Central Office			
Dates:	Monday	Tuesday	Wednesday	Thursday		Friday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies		Varies	Varies	



Hourly Rate: PD Leader Rate - \$48.86

PD Participant Rate - \$29.45

EC Rate - \$39.87

Benefits: No

Start date: September 29, 2018 End date: June 1, 2019

Office Requesting Announcement: Office of Teaching and Learning

Application materials should be submitted to in a Google folder shared with teacherinduction@philadsd.org. Folders should be submitted using the following naming scheme LASTNAME_MENTOR APPLICATION2018

Applicants should submit the following documents:

- 1. A cover letter expressing interest in the position and explaining your qualifications to mentor teachers. Please specify which cohort(s) you are interested in becoming a mentor for.
- 2. Current resume
- 3. Letter of recommendation from current principal or supervisor
- 4. Statement of support from a teacher in years 0-3 who you have supported during your time in the School District of Philadelphia. If you have been a mentor for the 17-18 program, the statement of support must come from a teacher who was in your group.

Deadline to apply April 3, 2018

Contact Name: Meredith Mehra

Contact Phone: 215-400-4280 Email: teacherinduction@philasd.org

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