



## 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 12th grade will be hired to facilitate professional development sessions for Cohort 2 (please see schedule of dates below)

**Date of Request: March 12, 2018**

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

<b>Script Review Date</b>	<b>Induction Session Date</b>
<i>Script Review Date</i>	<i>Induction Session Date</i>
Thursday, October 4	Saturday, October 13





<b>Hourly Rate: PD Leader Rate - \$48.86</b> <b>PD Participant Rate - \$29.45</b> <b>EC Rate - \$39.87</b>	<b>Benefits: No</b>		
<b>Start date: September 29, 2018</b>		<b>End date: June 1, 2019</b>	
<b>Office Requesting Announcement: Office of Teaching and Learning</b>			
<p>Application materials should be submitted to in a Google folder shared with <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a>. Folders should be submitted using the following naming scheme LASTNAME_MENTOR APPLICATION2018</p> <p>Applicants should submit the following documents:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Current resume</li> <li>3. Letter of recommendation from current principal or supervisor</li> <li>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.</li> </ol> <p>Deadline to apply April 3, 2018</p>			
<b>Contact Name: Meredith Mehra</b>			
<b>Contact Phone: 215-400-4280</b>		<b>Email: <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a></b>	
<b>This form is for the School District of Philadelphia USE ONLY</b>			