



Office of Human Resources

Job Postings for Schools for part-time

Employer Information	
<p>Assistant Induction Coordinator for Teacher Induction Program: Up to two (2) teachers, K to 12th grade will be hired to support the Induction Coordinators to manage operations of Induction sessions. We are looking to have one (1) assistant coordinator for Fels High and one (1) for Philadelphia Military Academy.</p>	<p>Date of Request: March 12, 2018</p>
<p>The Teacher Induction program is designed to provide teachers with a state-approved Induction program which all teachers who currently hold a Level I teaching certificate in Pennsylvania are required to take in order to convert their certificate to a Level II certificate. The Assistant Coordinator will support facilitators with mentoring facilitators and provide best practices to support their professional growth as a mentor/facilitator..</p> <p>This Assistant Coordinator position requires the selected teacher to contribute to the Induction Program by:</p> <ul style="list-style-type: none"> ● Participating in all facilitator trainings and script reviews. ● Support with collecting and reconciling attendance. ● Support with set up, distribution, and collection of materials. ● Serve as an emergency facilitator if an emergency arises where the main facilitator is unable to. ● Troubleshoot participant problems day of Induction. ● Provide feedback on session content and materials. ● Provide informal feedback to facilitators on their delivery of content and sessions. ● Troubleshoot technology issues and support set up of space and materials. 	
<p>Job Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ● Attend and co-facilitate in all after school script review sessions from 5:00pm-6:00pm paid at the contractual Leader 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. ● If the assistant coordinator would need to emergency facilitate for Cohort 2, they would be 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. ● Facilitate new mentor orientation sessions to prepare new mentors for working with teachers and enhancing their professional development skills 	
<p>Cohort 2 Induction Mentor Orientation (*for new mentors only); Saturday, September 29 from 9:00am-2:00pm</p>	
Script Review Date	Induction Session Date
<i>Script Review Date</i>	<i>Induction Session Date</i>
Thursday, October 4 4:30pm-6:30pm <i>*in person @ 440</i>	Saturday, October 13 9:00am-1:00pm



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

AND

Served as an Induction facilitator for the District program within the past 3 years.

Specific Criteria

Specific Criteria

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				Benefits: No			
Start date: June 18, 2018				End date: June 1, 2019			
Office Requesting Announcement: Office of Teaching and Learning							
<p>Application materials should be submitted to teacherinduction@philasd.org</p> <p>Applicants should submit the following documents:</p> <ol style="list-style-type: none"> 1. A cover letter expressing interest in the position and explaining your qualifications to mentor teachers 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 <p>Deadline to apply April 3, 2018</p>							
Contact Name: Meredith Mehra							
Contact Phone: 215-400-4280				Email: teacherinduction@philasd.org			
This form is for the School District of Philadelphia <i>USE ONLY</i>							