

School District of Philadelphia

Social Studies Curriculum Writer

Job Summary

Essential Functions

Write and develop social studies curriculum

Essential Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Write new curriculum for grades 4 - 7 social studies courses
- Evaluate and edit existing curriculum
- Review written curriculum of team members and provide feedback

Must agree to:

- Actively participate in the following (please note - dates listed below may be subject to change):
 - Mandatory monthly Saturday writing sessions on April 28nd, May 19th, and June 30th
 - Extended full day writing sessions per month on April 24th & 26th, May 8th & 22nd, and June 5th
 - 1 week of paid full day writing sessions in June, tentatively June 25-29, 2018
 - Remote writing for any remaining hours not completed in group writing sessions
 - Up to 150 hours of curriculum writing
 - The pilot launch of new curricula for the 2018-2019 school year
- Extended full-day writing sessions
 - Participants will participate in full school day of writing. Writing sessions will begin at 8:30 am and conclude at 5:30 pm. Participants will be given an F20 excused absence during the school day, and will be paid EC for additional hours.
- For additional hours beyond the school day - A maximum of 150 hours of curriculum writing will be paid at the EC rate of \$39.87, part of those hours will be in whole group writing sessions and the remainder of those hours will be completed independently.

Requirements:

- Previous experience with unit planning, preferably Understanding by Design (UbD) and writing curriculum beyond everyday lesson planning.
- Possess valid PA teaching certificate.
- Have a minimum 5 years social studies classroom experience in grades 4, 6, or 7.
- Demonstrate effective communication skills, and display the ability to function as a constructive team member when working with peers and administrators.
- Have an excellent attendance and punctuality record during the last (3) years (defined as no more than 18 occasions of absence for personal illness, illness in the family or

lateness during the last 3 years. A consecutive period of absence constitutes one occasion).

- Have no anecdotal record on file and have not been subject to any disciplinary within the last (18) months.
- Be a regularly appointed teacher in the School District of Philadelphia.

Application Procedure

Interested applicants should submit the following to **socialstudies@philasd.org**:

- A resume
 - Letter of intent that highlights curriculum writing experience,
 - A unit plan you have developed and (preferably) implemented
 - Candidates must indicate how they meet the criteria in their submissions, along with what they hope to gain from the experience in the letter of intent.
 - If candidates are equal, system seniority will be used to make the final determination.
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