

**School District of Philadelphia  
Mathematics Curriculum Writer  
Job Summary**

Introduction

In an effort to provide educators with the opportunity to create new curricular materials, the Office of Curriculum, Instruction, and Assessment is seeking four curriculum writers to support the mathematics curriculum specialists.

Essential Functions

Write and develop Mathematics curriculum (including Scope & Sequence guidance and lessons)

Essential Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Participate in two days of curriculum development training to align instructional practices with current, research-based best practices
- Create new curricular materials and evaluate and revise existing curricular materials focusing on grades K-12, using templates and support from the Math content specialists
- Review the outputs from other cohort members, and provide feedback to inform refinements
- Provide feedback on the overall content writing process and the supports provided

Must Agree To

From Oct. 2018-March 2019, actively participate in up to 82 hours of curriculum writing, review, and feedback, to be completed through:

- Mandatory monthly Saturday writing sessions (9am-1pm):
  - a maximum of once per month starting in November (dates TBD)
  - location will be through Google Hangouts and/or in-person at 440 North Broad Street, Philadelphia, PA, 19030 (Central Office)
- Extended full day writing sessions (8:30am-5:30pm) once per month (dates TBD) *Note: Participants will obtain an F20 excused absence during the school day, and be paid the EC rate \$39.87 for additional hours*
- Remote writing for any remaining hours not completed in group writing sessions

Requirements

- Previous experience with lesson and unit planning
- Possess valid PA teaching certificate
- Have a minimum 5 years of experience in a Math classroom (K-8)
- 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 action within the last (18) months.
- Fluency in Google Docs
- Be a regularly appointed teacher in the School District of Philadelphia

### Application Procedure

Interested applicants should submit the following to [kaadams@philasd.org](mailto:kaadams@philasd.org):

- Resume
- Letter of intent that highlights curriculum writing experience
- Example Lesson Plan/Resources that you have developed or refined
  - Please identify the PA Eligible Content aligned to the plan/resources

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. Please do not directly contact the Math Curriculum Specialists about the position. All questions should be submitted to the Curriculum Office's Special Project Assistant II, Kara J. Adams, at [Kaadams@philasd.org](mailto:Kaadams@philasd.org).

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