

**School District of Philadelphia**  
**Science 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 science curriculum specialists.

Essential Functions

Write and develop Science curriculum (inclusive of lesson plans/units)

Essential Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Participate in a half day of curriculum training, and a collaborative Professional Learning Community of Science teachers focusing on student understanding and deepening of content knowledge
- Create new curricular materials and evaluate and revise existing curricular materials focusing on grades K-5, using templates and support from the Science 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 100 hours of curriculum writing, review, and feedback, to be completed through:

- Mandatory monthly Saturday writing sessions (9am-1pm), a maximum of twice per month (dates TBD)
- 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 unit planning, preferably Understanding by Design (UbD) and writing curriculum beyond everyday lesson planning
- Possess valid PA teaching certificate
- Have a minimum 5 years experience in elementary science instruction and curriculum planning, either as grade teacher or science specialist
- Demonstrate effective communication skills, and display the ability to function as a constructive team member when working with peers and administrators
- Fluency with Google Docs
- 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.
- 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 unit plan for elementary science that you have developed and (preferably) implemented
  - Please select a specific grades in K-5 in which the lesson will be provided

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 Science 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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