



## Job Postings for Schools for part-time

Employer Information							
Teacher Facilitator for Spring Teacher Symposium: Up to thirty (30) teachers, Pre-K to 12th grade will be hired to facilitate professional development sessions.						<b>Date of Request:</b> November 26, 2018	
<p>The Teacher Symposium is designed to provide teachers with an opportunity to participate in engaging, relevant professional development sessions that will have a direct impact on their professional practices. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia, area experts from Central Office, as well as representatives from community organizations that provide support to educational institutions.</p> <p>This teacher facilitator position requires the selected teacher to contribute to the Spring Teacher Symposium by:</p> <ul style="list-style-type: none"> <li>● Participating in all facilitator onboarding meetings and professional development</li> <li>● Facilitating a maximum of two professional development sessions</li> <li>● Working a maximum of 40 hours on this project</li> </ul>							
Job Responsibilities include:							
<ul style="list-style-type: none"> <li>● Attend and participate in all after school facilitator meetings: January 24th, February 5th, February 20th, March 7th, and March 20th from 4:30pm-6:30pm paid at the contractual PD rate.</li> <li>● Facilitate a maximum of two professional development sessions on Saturday April 13<sup>th</sup> from 8:45am-4:30pm paid at the contractual leader rate. If fewer than two sessions are needed, facilitators have the option of attending sessions as a participant and will be paid at the contractual PD rate.</li> <li>● Design a professional development session including session plan, resources, handouts, PowerPoints and other relevant materials.</li> <li>● Communicate promptly and proactively with the Office of Teaching and Learning.</li> <li>● Incorporate feedback from the Office of Teaching and Learning team</li> <li>● Collaborate with the Office of Teaching and Learning team and colleagues</li> <li>● Perform job-related duties are required</li> </ul>							
Minimum Requirements							
<p>Be a regularly appointed certified teacher in the School District of Philadelphia with a demonstrated knowledge of effective instruction aligned to at least one of the Teacher Symposium areas of focus provided in the proposal</p> <p><b>AND</b></p> <p>Demonstrate effective communication skills related to facilitating adult learning through professional development.</p>							
Specific Criteria							
<p><b>Specific Criteria</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Have no unsatisfactory documentation currently on file.</li> <li>3. Be a regularly appointed and certified teacher in the School District of Philadelphia.</li> </ol>							
<b>School:</b> N/A					<b>Region:</b> Central Office		
<b>Dates:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Hours:</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	
<b>Hourly Rate:</b> PD Leader Rate - \$48.86 PD Participant Rate - \$29.45				<b>Benefits:</b> No			



**Start date: January 24, 2019**

**End date: April 13, 2019**

**Office Requesting Announcement: Office of Teaching and Learning**

Application materials should be submitted to [professionaldevelopment@philasd.org](mailto:professionaldevelopment@philasd.org).

Applicants should submit the following documents:

1. A cover letter explaining your qualifications to facilitate professional development on the topic you have selected and any previous experience you have presenting on the topic.
2. Current resume
3. [Session proposal using provided template](#)
4. Letter of recommendation from current principal and a current colleague that **speaks to your experience and expertise on the topic you have selected to facilitate PD.**

Deadline to apply is Wednesday, December 21, 2018. Notifications for decisions will be communicated by Friday, January 11, 2018.

**Contact Name: Meredith Mehra**

**Contact Phone: 215-400-6539**

**Email: [mmehra@philasd.org](mailto:mmehra@philasd.org)**

**This form is for the School District of Philadelphia *USE ONLY***