



Office of Human Resources

Job Postings for Schools for part-time

Employer Information

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.

Date of Request: March 25, 2019

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..

This Assistant Coordinator position requires the selected teacher to contribute to the Induction Program by:

- 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.

Job Responsibilities include, but are not limited to:

- Attend and co-facilitate in all after school script review sessions and PD 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 Leader 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

Cohort 2

Induction Mentor Orientation (*for years 0-1 mentors); Saturday, September 14 from 9:00am-2:00pm

<i>Script Review Date</i>	<i>Optional PD Date</i>	<i>Induction Session Date</i>
Tuesday October 15 4:30pm-6:30pm <i>*in person at 440</i>	None	Saturday October 26 9:00am - 1:00pm



Tuesday November 12 5:00pm-6:00pm <i>*Google Meet</i>	None	Thursday November 14 4:30pm - 7:00pm
Tuesday December 10 5:00pm-6:00pm <i>*Google Meet</i>	None	Thursday December 19 4:30pm - 7:00pm
Tuesday January 14 5:00pm-6:00pm <i>*Google Meet</i>	Thursday January 16 5:00pm-6:00pm <i>*Google Hangout</i>	Saturday January 25 9:00am - 1:00pm
Tuesday February 18 5:00pm-6:00pm <i>*Google Meet</i>	None	Thursday February 27 4:30pm - 7:00pm
Tuesday March 3 5:00pm-6:00pm <i>*Google Meet</i>	Thursday March 5 5:00pm-6:00pm <i>*Google Meet</i>	Saturday March 14 9:00am - 1:00pm
Tuesday March 31st 5:00pm-6:00pm <i>*Google Meet</i>	Thursday April 2 5:00pm-6:00pm <i>*Google Meet</i>	Saturday April 18 9:00am - 1:00pm
Tuesday April 21 5:00pm-6:00pm <i>*Google Meet</i>	Thursday April 23 5:00pm-6:00pm <i>*Google Meet</i>	Thursday April 30th 4:30pm - 7:00pm
Tuesday May 5 5:00pm-6:00pm <i>*Google Meet</i>	Thursday May 7 5:00pm-6:00pm <i>*Google Meet</i>	Thursday May 14 4:30pm - 7:00pm
Tuesday May 19 5:00pm-6:00pm <i>*Google Meet</i>	None	Thursday May 28 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

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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 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 EC Rate - \$39.87				Benefits: No			
Start date: September 14, 2019				End date: June 10, 2020			
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 26, 2019 by 5:00pm</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>							