



## Office of Human Resources

### Job Postings for Schools for part-time

Employer Information	
Teacher Mentor for Teacher Induction Program: Up to twenty (20) teachers, K to 12th grade will be hired to facilitate professional development sessions for Cohort 2 (please see schedule of dates below)	<b>Date of Request: March 25, 2019</b>

The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction order to convert to a Level II certificate. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers. Facilitators for this cohort will lead sessions at Fels High School or lead sessions at Philadelphia Military Academy. Teacher enrollment in induction by location will determine the need for number of facilitators at each location.

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

- Participating in all mentor trainings and script reviews.
- Facilitating a maximum of 10 professional development sessions incumbent upon the cohort for which they facilitate.
- Review, assess, and provide feedback on teacher portfolios

**Job Responsibilities include, but are not limited to:**

- Attend and participate in all after school script review sessions from 5:00pm-6:00pm paid at the contractual PD 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 PD rate.
  - Optional participation: participate in after school 5:00pm-6:00pm (School Year) PD sessions to enhance the delivery of content, paid at the contractual PD rate.
- Facilitate a maximum of 10 professional development sessions 9:00am-1:00pm and/or 4:30pm-7:00pm for Cohort 2 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.
- Assess participant portfolios and provide feedback using a rubric. Facilitators will be paid at the EC rate for scoring of portfolios.
- Submit paperwork to verify that Induction participant has met all deadlines and portfolio criteria for successful completion of Induction.

<b>Cohort 2 19-20</b>		
<b>Induction Mentor Orientation</b> (*for new mentors only); 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 Hangout</i>	None	Thursday November 14 4:30pm - 7:00pm
Tuesday December 10 5:00pm-6:00pm <i>*Google Hangout</i>	None	Thursday December 19 4:30pm - 7:00pm
Tuesday January 14 5:00pm-6:00pm <i>*Google Hangout</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 Hangout</i>	None	Thursday February 27 4:30pm - 7:00pm
Tuesday March 3 5:00pm-6:00pm <i>*Google Hangout</i>	Thursday March 5 5:00pm-6:00pm <i>*Google Hangout</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 Hangout</i>	Thursday May 7 5:00pm-6:00pm <i>*Google Hangout</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.

### Specific Criteria

**Specific Criteria**

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**



<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: PD Leader Rate - \$48.86 PD Participant Rate - \$29.45 EC Rate - \$39.87</b>				<b>Benefits: No</b>			
<b>Start date: September 14, 2019</b>				<b>End date: June 10, 2020</b>			
<b>Office Requesting Announcement: Office of Teaching and Learning</b>							
<p>Application materials should be submitted to in a Google folder shared with <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a>. Folders should be submitted using the following naming scheme LASTNAME_MENTOR APPLICATION2019</p> <p>Applicants should submit the following documents:</p> <ol style="list-style-type: none"> <li>1. A cover letter expressing interest in the position and explaining your qualifications to mentor teachers. Please specify which cohort(s) you are interested in becoming a mentor for.</li> <li>2. Current resume</li> <li>3. Letter of recommendation from current principal or supervisor</li> <li>4. Statement of support from a teacher in years 0-3 who you have supported during your time in the School District of Philadelphia. If you were a mentor for the 18-19 Induction program, the statement of support must come from a teacher who was in your 18-19 Induction group.</li> </ol> <p>Deadline to apply April 26, 2019 by 5:00pm</p>							
<b>Contact Name: Meredith Mehra</b>							
<b>Contact Phone: 215-400-4280</b>				<b>Email: <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a></b>			
<b>This form is for the School District of Philadelphia <i>USE ONLY</i></b>							