

School District of Philadelphia
High School Science Credit Recovery Curriculum Writer
Job Summary

INTRODUCTION

In an effort to develop credit recovery curriculum for face to face credit recovery, the Office of High School Supports is seeking **three curriculum writers** of science to adapt the core curriculum for face to face credit recovery.

ESSENTIAL FUNCTIONS

Adapt the current **Physical Science, Biology, Chemistry, Physics** core curriculum and scope and sequence for face to face credit recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

- Participate in one day 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 **Biology** 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 April 1, 2019-May 30, 2019, actively participate in up to 20

hours of curriculum writing, review, and feedback, to be completed through:

- Mandatory Saturday writing sessions (9am-1pm) dates to be determined:
 - location will be through Google Hangouts and/or in-person at 440 North Broad Street, Philadelphia, PA, 19030 (Central Office)
 - *Participants will be paid the EC rate \$39.87 for additional hours*

REQUIREMENTS

- Previous experience with unit planning, preferably Understanding by Design (UbD) and writing curriculum beyond everyday lesson planning
- Possess valid PA teaching certificate
- Instructional II certification
- Have a minimum of 5 years teaching experience in a high school science classroom (9-12)
- 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 klee@philasd.org :

- Resume
- Letter of intent that highlights curriculum writing experience
- Example unit plan for **science** that you have developed and (preferably) implemented
 - Please select a specific grade band/grade 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 Office of High School Supports klee@philasd.org
