

**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 a two hour curriculum development training on April 16<sup>th</sup>
- Adapt current curriculum using current curricular materials focusing on the four core areas of science, (Physical Science, Biology, Chemistry, Physics)

**MUST AGREE TO**

From April 22, 2019-May 30, 2019, actively participate in up to 20 hours of curriculum writing, review, and feedback, to be completed via:

- Saturday writing sessions (9am-1pm) on April 27<sup>th</sup> and May 11<sup>th</sup>
  - location will be through Google Hangouts and/or in-person at 440 North Broad Street, Philadelphia, PA, 19030 (Central Office)

**Compensation**

- 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 I certification
- Currently work in a high school as Math classroom teacher, school base teacher leader or teacher lead.
- Have 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 and Microsoft word
- Be a regularly appointed teacher in the School District of Philadelphia

**Application Procedure**

Interested applicants should submit the following to [shojohnson@philasd.org](mailto:shojohnson@philasd.org)

- 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 [shojohnson@philasd.org](mailto:shojohnson@philasd.org) :

- Resume
- Letter of intent that highlights curriculum writing experience

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](mailto:klee@philasd.org) or [shojohnson@philasd.org](mailto:shojohnson@philasd.org)

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