

School District of Philadelphia
Spanish I and II Credit Recovery 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 **two curriculum writers** of world languages to adapt the core curriculum for face to face credit recovery.

ESSENTIAL FUNCTIONS

Adapt the **Spanish I and II** core curriculum and scope and sequence for face to face credit recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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Responsibilities include but are not limited to the following:

- Participate in a two hour curriculum development training session on **April 16th**
- Adapt existing curricular materials focusing on **Spanish I and II**, using provided templates

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 through:

Saturday writing sessions and check-in (9am-1pm) April 26th and May 11th

- location will be via 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 teaching and/or leading mathematics as a teacher, school base teacher leader or a teacher lead.**
- 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 and Microsoft word
- Be a regularly appointed teacher in the School District of Philadelphia

Application Procedure

Interested applicants should submit the following to klee@philasd.org or 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 World Language Curriculum Specialists about the position. All questions should be submitted to the Office of High School Supports klee@philasd.org or shojohnson@philasd.org
