

THE SCHOOL DISTRICT OF PHILADELPHIA

Office Of Human Resources



Job Posting for Schools			
Job Title:	Citywide HOSA Advisor	Travel Required:	Up to 30%
Department/Group:	Career and Technical Education	Grade level:	10 th – 12 th
Level/Salary Range:	Current EC Rate as per the PFT Contract	Position Type:	Part Time
Contact Person:	Renee Novello rnovello@philasd.org	Position duration:	Two School Years October- June
Allotted time:	Up to 45 hours per school year	Posting Expires:	
Job Description:			
<p>Overview:</p> <p>The School District of Philadelphia, through the Division of Career and Technical Education, is looking for a dynamic School District teacher or staff to oversee all Health Occupations Students of America (HOSA) chapters throughout the School District of Philadelphia. HOSA is a state-mandated, co-curricular Career and Technical Student Organization (CTSO) that is required for students enrolled in a Career and Technical Education related program of study. Participation in CTOS ensures that students engage in professional and personal leadership development opportunities directly aligned with the competencies of a state-approved CTE related program of study. The successful candidate will manage and coordinate all school-based HOSA organizations.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Must possess knowledge of HOSA guidelines and requirements relating to the School District curriculum standards • Plan and conduct a minimum of 3 citywide meetings with all HOSA school-based advisors • Serve as a support to new teacher advisors starting a school-based HOSA chapter • Provide ongoing support and leadership to school-based HOSA advisors • Organize calendar of activities and events for the Philadelphia citywide HOSA Chapter • Promote the National platform to all students who participate in a Philadelphia chapter • Generate excitement and enthusiasm to all staff and students who participate in HOSA • Adhere to your HOSA budget allocation for the school year • Submit all trip paperwork & supporting documents (SEH-194 & SEH-195 forms) a minimum of eight weeks before Conference date 			

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Knowledge, Skills, and Abilities:

- Knowledge of HOSA rules, regulations, and procedures pertaining to the code of conduct
- Proven ability to record meeting minutes and the ability to use a personal computer
- Ability to keep financial records of HOSA, including but not limited to collection of fundraising proceeds, managing a budget for fundraising activities, and assisting school operations officer with creation of a HOSA bank account
- Ability to manage and coordinate HOSA programs throughout the School District of Philadelphia
- Prior knowledge of fundraising preferred

Criteria for Selection:

- Serve as a school-based CTSO advisor (preferred but not required)
- Possess a valid Commonwealth of Pennsylvania Teaching Certificate or Emergency Certification, Vocational Intern or Vocational Instructional I Certificate in an approved Career and Technical Education program of study
- Be an appointed teacher or appointed staff member in a school with demonstrated experience of CTSOs aligned with Career and Technical Education programs of studies
- Have an excellent attendance record, defined as no more than eighteen (18) occasions of absence for personal illness in the last three (3) years. A consecutive period of absence constitutes one occasion
- Have no unsatisfactory documentation pending or on file
- Preference will be given to teachers who competed in a State and/or National HOSA Competition within the last year
- Preference will be given to teacher or staff who has served as a citywide HOSA advisor within the last year
- All EC hours must be submitted by deadline, if not this could affect receiving payment for EC
- All factors being equal, selection will be in accordance with Article XVII-Section C-1 of the PFT contract

Compensation (EC) and documentation requirements:

The after-school program will begin October and will end by June. The CTSO Citywide advisor must hold meetings and work exclusively on CTSO projects not to exceed 45 hours per school year for citywide responsibilities. All supporting documents must be submitted by due date for EC payment. All EC hours must be submitted by deadline, if not this could affect your EC payment. Teachers will be paid the **standard EC rate as per PFT contract.**

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Application Procedure:

Qualified applicants must submit a resume and application to the Office of Career and Technical Education by close of business October 2, 2019

Send resumes to Opportunities Employment: Office of Career and Technical Education, 2nd Floor, 440 N. Broad Street, Philadelphia, PA 19130 or e-mail as a Word document attachment to:

rnovello@philasd.org.

Contact Name: Renee Novello

Contact Phone: (215) 400-5599

Email: rnovello@philasd.org

Once the form is completed, please email the form to rnovello@philasd.org

This form is for the School District of Philadelphia *USE ONLY*

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HOSA CTSO CITYWIDE ADVISOR APPLICATION		
TEACHER CONTACT INFORMATION		
School Name:		
School Address:		ZIP Code:
Teacher Name:		Current School Assignment:
Number of Years teaching at The School District :		
Phone:		E-mail:
City:		State: ZIP Code:
Region:	Principal Name:	
SUBMISSION TIMELINE		
First Submission: Due by December 15 Second Submission: Due by March 1 Third Submission: Due by May 1		
AGREEMENT		
<ol style="list-style-type: none"> 1. I will Plan and conduct a minimum of three Citywide meetings with all school based advisors 2. I will submit all trip paperwork & supporting documents (SEH-194 & SEH-195 forms) eight weeks before conference date or this could affect my chapter participating in competition 3. I will submit my <i>EC Attendance Log</i> in a timely manner and have it filled out properly 4. I will adhere to the <i>EC Attendance Log</i> submission timeline 5. I will keep records of CTSO student meetings that will include dated agendas, sign-in sheets and minutes 6. I will adhere to the allotted Perkins budget and keep records of all CTSO expenditures. If I go over the predetermined allotment, my school will be held financially accountable for the total amount due 		
SIGNATURES		
Your signature below indicates acknowledgment of the agreement and your commitment to the position		
Signature of Applicant:		
Employee ID#:		