

THE SCHOOL DISTRICT OF PHILADELPHIA

Office Of Human Resources



Job Posting for Schools			
Job Title:	SkillsUSA Citywide Advisor	Travel Required:	Up to 30% (Per chaperoning duties)
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:	Michelle Guzman miguzman@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 Office of Career and Technical Education, is looking for a dynamic School District teacher to oversee all SkillsUsa chapters throughout the School District of Philadelphia. SkillsUsa 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 CTSOs 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 SKILLSUSA organizations.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Must possess knowledge of SKILLSUSA guidelines and requirements relating to the School District curriculum standards • Plan and conduct a minimum of 3 citywide meetings with all SKILLSUSA school-based advisors • Serve as a support to new teacher advisors starting a school-based SKILLSUSA chapter • Provide ongoing support and leadership to school-based SKILLSUSA advisors • Organize calendar of activities and events for the Philadelphia citywide SKILLSUSA 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 SKILLSUSA • Adhere to your Perkins 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 SKILLSUSA 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 SKILLSUSA, including but not limited to collection of fundraising proceeds, managing a budget for fundraising activities, and assisting school operations officer with creation of a SKILLSUSA bank account
- Ability to manage and coordinate SKILLSUSA 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 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 have competed in a State and/or National SKILLSUSA Competition within the last year
- Preference will be given to teacher who has served as a school-based advisor within the last year
- All EC hours must be submitted by deadline, if not this could affect receiving payment for EC
- Selection will be in accordance with Article XVII-Section C-1 of the PFT contract

Compensation (EC) and documentation requirements:

The program will begin each school year from the months of October through June. The CTSO advisor must hold meetings and work exclusively on CTSO projects not to exceed 45 hours per school year. 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 school's Perkins allocation for the following school year. Teachers will be paid the **contractual EC rate**.

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: miguzman@philasd.org. "Interview" will be conducted if necessary.

Contact Name: Michelle Guzman

Contact Phone: (215) 400-5920

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Email: miguzman@philasd.org

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

This form is for the School District of Philadelphia USE ONLY

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SKILLSUSA 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#:			