School District of Philadelphia  
English Language Arts (ELA) TDA Curriculum Writer  
Job Summary

Introduction
In an effort to provide educators with the opportunity to create new curricular materials, the Office of Curriculum, Instruction, and Assessment is seeking curriculum writers to support the ELA curriculum specialists.

Essential Functions
Write and develop English Language Arts curriculum (Creation of TDAs connected to core materials)

Essential Duties and Responsibilities
Responsibilities include but are not limited to the following:
● Participate in curriculum development training to align instructional practices with current, research-based best practices. These trainings will happen throughout the winter and spring.
● Create Text Dependent Analysis questions and materials aligned to selected core materials
● 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 March 2020-May 2020, actively participate in TDA writing, review, and feedback, to be completed through:
● Mandatory 3 hour writing sessions which will take place after school hours:
   o location will be through Google Hangouts and/or in-person at 440 North Broad Street, Philadelphia, PA, 19030 (Central Office)
● Remote writing for any remaining hours not completed in group writing sessions

Requirements
● Previous experience with unit planning, preferably Understanding by Design (UbD) and writing curriculum beyond everyday lesson planning
● Possess valid PA teaching certificate
● Have a minimum 3 years of experience in an ELA classroom (K-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 kaadams@philasd.org:
• Resume
• Letter of intent that highlights curriculum writing experience
• Example Unit Plan for ELA that you have developed and (preferably) implemented
  o 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 ELA Curriculum Specialists about the position. All questions should be submitted to the Curriculum Office's Special Project Assistant II, Kara J. Adams, at Kaadams@philasd.org.