



Office of Human Resources

Job Postings for Schools for part-time

Employer Information

Assistant Induction Coordinator for Teacher Induction Program: Up to two (2) teachers, K to 12th grade will be hired to support the Induction Coordinators to manage operations of Induction sessions. We are looking to have one (1) assistant coordinator for Fels High and one (1) for Philadelphia Military Academy.

Date of Request: March 2, 2020

The Teacher Induction program is designed to provide teachers with a state-approved Induction program which all teachers who currently hold a Level I teaching certificate in Pennsylvania are required to take in order to convert their certificate to a Level II certificate. The Assistant Coordinator will support facilitators with mentoring facilitators and provide best practices to support their professional growth as a mentor/facilitator..

This Assistant Coordinator position requires the selected teacher to contribute to the Induction Program by:

- Participating in all facilitator trainings and script reviews.
- Support with collecting and reconciling attendance.
- Support with set up, distribution, and collection of materials.
- Serve as an emergency facilitator if an emergency arises where the main facilitator is unable to.
- Troubleshoot participant problems day of Induction.
- Provide feedback on session content and materials.
- Provide informal feedback to facilitators on their delivery of content and sessions.
- Troubleshoot technology issues and support set up of space and materials.

Job Responsibilities include, but are not limited to:

- Attend and co-facilitate in all after school script review sessions and PD sessions from 5:00pm-6:00pm paid at the contractual Leader rate. Please note the 1st script review will be held in person and will take place from 4:30pm-6:30pm and will be paid at the contractual Leader rate.
- If the assistant coordinator would need to emergency facilitate for Cohort 2, they would be paid at the contractual Leader rate.
- Communicate promptly and proactively with the Office of Teaching and Learning and Induction Coordinators.
- Incorporate feedback from the Office of Teaching and Learning team and Induction Coordinators.
- Document use of time.
- Facilitate new mentor orientation sessions to prepare new mentors for working with teachers and enhancing their professional development skills

Cohort 2 20-21

Induction Mentor Orientation (*for new mentors only); Saturday, September 19 from 9:00am-2:00pm
@ 440 3049

<i>Script Review Date</i>	<i>Induction Session Date</i>
Tuesday September 22 4:30pm - 6:30pm @ 440 2171 Fels @ 440 2172 PMA	Thursday October 1 4:30pm - 7:00pm



Tuesday October 13 4:30 - 5:30 pm @ 440 2171 Fels @ 440 2172 PMA	Saturday October 24 9:00am - 1:00pm
Tuesday November 3 4:30 - 5:30 pm @ 440 2171 Fels @ 440 2172 PMA	Saturday November 14 9:00am - 1:00pm
Tuesday December 1 4:30 - 5:30 pm <i>*Google Meet</i>	Thursday December 10 4:30pm - 7:00pm
Tuesday January 12 4:30 - 5:30 pm @ 440 2171 Fels @ 440 2172 PMA	Saturday January 23 9:00am - 1:00pm
Tuesday February 9 4:30 - 5:30 pm <i>*Google Meet</i>	Thursday February 18 4:30pm - 7:00pm
Tuesday February 23 4:30 - 5:30 pm @ 440 2171 Fels @ 440 2172 PMA	Saturday March 6 9:00am - 1:00pm
SNOW DAY MAKE UP AS NEEDED	Saturday March 20 9:00am - 1:00pm
Tuesday April 6 4:30 - 5:30 pm <i>*Google Meet</i>	Thursday April 15 4:30pm - 7:00pm
Tuesday April 27 4:30 - 5:30 pm @ 440 2171 Fels @ 440 2172 PMA	Thursday May 6 4:30pm - 7:00pm
Tuesday May 18 4:30 - 5:30 pm <i>*Google Meet</i>	Thursday May 27 4:30pm - 7:00pm
	S19s and agendas will have to match and be submitted the following window: <ul style="list-style-type: none"> • Sat. May 15 - Wed. May 26 *Portfolio is due Friday, May 14

Minimum Requirements

Be a regularly appointed certified teacher in the School District of Philadelphia with a minimum of 6 years of teaching and a demonstrated knowledge of effective instruction and classroom management

AND

Demonstrate effective communication skills related to facilitating adult learning through professional development

AND



Served as an Induction facilitator at least one time for the SDP program within the past 3 years.

Specific Criteria

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1. Have an excellent attendance and punctuality record during the last three (3) years (defined as no more than eighteen occasions of absence for personal illness or lateness during the last three (3) years). A consecutive period of absence constitutes one occasion.
2. Have no unsatisfactory documentation currently on file.
3. Be a regularly appointed and certified teacher in the School District of Philadelphia.
4. Complete a performance task which will be graded using a rubric from the Office of Teaching and Learning. Should there be the same score between two applicants, seniority will be the final determining factor in hiring.

School: N/A

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies	Varies	Varies	
Hourly Rate: PD Leader Rate - \$48.86 EC Rate - \$39.87	Benefits: No						

Start date: April 27, 2020

End date: May 27, 2021

Office Requesting Announcement: Office of Teaching and Learning

Application materials should be submitted to teacherinduction@philasd.org

Applicants should submit the following documents:

1. A cover letter expressing interest in the position and explaining your qualifications to mentor teachers
2. Current resume
3. Letter of recommendation from current principal or supervisor
4. Statement of support from a teacher in years 0-3 who you have supported during your time in the School District of Philadelphia

Deadline to apply March 31, 2020 by 5:00pm

Contact Name: Meredith Mehra

Contact Phone: 215-400-4280

Email: teacherinduction@philasd.org

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