



## Office of Human Resources

### Job Postings for Schools for part-time

#### Employer Information

Teacher Mentor for New Teacher Induction Program: Up to eighteen (18) teachers, K to 12th grade will be hired to facilitate professional development (please see schedule of dates below)

**Date of Request:** March 2nd, 2020

The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction in order to convert to a Level II certificate. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers.

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

- Participating in all facilitator trainings and script reviews.
- Facilitating 30 hours of professional development.
- Review, assess, and provide feedback on participant portfolios

#### **Job Responsibilities include, but are not limited to:**

- Participate in all scheduled script review sessions paid at the contractual PD participant rate.
- Facilitate 30 hours of professional development sessions paid at the contractual PD Leader rate.
- Communicate promptly and proactively with the Office of Teaching and Learning and Induction Coordinators.
- Implement feedback from the Office of Teaching and Learning team and Induction Coordinators.
- Document use of time.
- Assess participant portfolios and provide feedback using a rubric provided by the Office of Teaching and Learning. Facilitators will be paid at the contractual EC rate for scoring of portfolios.
- Verify that each Induction participant has met all deadlines and portfolio criteria for successful completion of the Induction program.

#### **Cohort 1 20-21**

Induction Mentor Orientation (\*for years 0-1 mentors); Tuesday July 14 9:00am - 2:00pm

<i>Script Review Date</i>	<i>Induction Session Date</i>
Tuesday July 14 - IMO 9:00am-2:00pm <i>*in person @ 440 2172</i>  Script Review Wednesday July 15, 9:00am - 2:00pm @ 440 2172 Thursday July 16, 9:00am - 2:00pm @ 440 2172  Optional Classroom Set Up Hours: Monday July 20	Tuesday July 21 Wednesday July 22 Thursday July 23 Friday July 24 9:00am - 3:00pm @ PMA



1:00pm-3:00pm @ PMA	
Tuesday October 6 4:30pm - 5:30pm *Google Meet	Thursday October 15 4:30pm - 7:00pm
Thursday, October 27 4:30pm - 5:30pm *Google Meet	Thursday November 5 4:30pm - 7:00pm
Tuesday, January 5 4:30pm - 5:30pm *Google Meet	Thursday, January 14th 4:30pm-7:00pm
SNOW DAY MAKE UP AS NEEDED	Thursday February 18 4:30pm - 7:00pm
Tuesday March 9 4:30pm - 5:30pm *Google Meet	Thursday, March 18 4:30pm-7:00pm
	S19s and agendas will have to match and be submitted in this window: <ul style="list-style-type: none"> <li>• Sat. 3/6 -Wed. 3/17</li> </ul> *portfolio is due Friday March 5

### 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 *Google Meet	Thursday December 10 4:30pm - 7:00pm
Tuesday January 12 4:30 - 5:30 pm @ 440 2171 Fels	Saturday January 23 9:00am - 1:00pm



@ 440 2172 PMA	
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"> <li>• Sat. May 15 - Wed. May 26</li> </ul> *Portfolio is due Friday, May 14

### Minimum Requirements

Be a regularly appointed teacher in the School District of Philadelphia with a PA Level II Instructional Certification and/or a minimum of 6 years of teaching experience

**AND**

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

### Specific Criteria

#### Specific Criteria

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 scored 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**

<b>Dates:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>Hours:</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	<b>Varies</b>	
<b>Hourly Rate: PD Leader Rate - \$48.86</b>				<b>Benefits: No</b>			
<b>PD Participant Rate - \$29.45</b>							
<b>EC Rate - \$39.87</b>							
<b>Start date: July 14, 2020</b>				<b>End date: May 27, 2021</b>			
<b>Office Requesting Announcement: Office of Teaching and Learning</b>							
<p>Application materials should be submitted in a Google folder shared with <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a>. Folders should be submitted using the following naming scheme LASTNAME_MENTOR APPLICATION2020.</p> <p>Applicants should submit the following documents:</p> <ol style="list-style-type: none"> <li>1. A cover letter expressing interest in the position and describing your strengths as a professional development facilitator. Your response should be no more than two double-spaced pages.</li> <li>2. Please specify whether you are applying for:             <ol style="list-style-type: none"> <li>a. Cohort 1</li> <li>b. Cohort 2</li> <li>c. Both Cohorts</li> </ol> </li> <li>3. Professional resume</li> <li>4. Current letter of recommendation from principal or supervisor</li> <li>5. Statement of support from a teacher in years 0-3 who you have supported in any capacity during the last 3 school years.</li> </ol> <p>Deadline to apply: March 31st, 2020</p>							
<b>Contact Name: Meredith Mehra</b>							
<b>Contact Phone: 215-400-4280</b>				<b>Email: <a href="mailto:teacherinduction@philadsd.org">teacherinduction@philadsd.org</a></b>			
<b>This form is for the School District of Philadelphia USE ONLY</b>							