



Office of Human Resources

Job Postings for Schools for part-time or EC

Employment Information

Job Title: Teacher Mentor for SY 2020-2021

Date Requested: April 20th, 2020

Summary

The Office of Teaching and Learning is searching for experienced teachers to serve as teacher mentors to pair with new and novice teachers hired after leveling who can provide logistical information, teaching best practices, and peer support in order to increase student achievement and new teacher retention. Historical data since the 2015-16 SY indicates an average of 139.5 new and novice teachers are hired after leveling in October-June each year. These teachers receive a “Year 0” designation and are not eligible for coaching services offered by the Office of Teaching and Learning and also do not receive formal observations/reviews until the following school year. OTL would like to support our teachers classified as Year 0 teachers with an opt-in Teacher Mentoring Program.

- Grades K-12
- All Subject Areas/Career and Technical Education

New Teacher Mentor Expectations (October-June 1)

- Hold up to three 60 minute mentoring sessions per month for each assigned mentee (2 max). Teacher Mentors will be compensated at the contractual Facilitator rate of \$48.87 per hour for a total of 3 sessions per month. (Year 0 Teacher Mentees are not eligible for payment.)
- Mentor meetings must be scheduled before or after contractual hours. Monday-Friday.
- Teacher Mentors will use a solutions oriented conversational approach to mentoring the Year 0 teachers based on mentee identified areas of concern.
- Once assigned a mentee, mentors will be required to attend a one-time 90-minute Introduction Professional Development Session at 440 District Offices to develop mentor’s understanding of mentoring foundational skills and best practices. Mentor Teachers will be compensated for 1.5-hours at the contractual PD Participant rate of \$29.45/hour for this session.
- All mentors will be required to attend ongoing monthly 60-minute Teacher Mentor Professional Development Sessions @ 440 District Offices, in order to continually develop skills and concepts relevant to their role. Mentor Teachers will be compensated for 1-hour at the contractual PD Participant rate of \$29.45/hour for this session.
- Teacher Mentors will follow district payment protocols for providing digital Google Meet sign in and out logs in order to be eligible for payment.
- **PLEASE NOTE:** The number of new teachers hired after leveling each month is different. Accepted Mentors may not receive a new/novice teacher mentee right away AND may not be assigned a new/novice teacher mentee that is in their specific grade band or content area. entors may be assigned UP TO two mentees.

Essential Functions

Facilitate productive mentoring discussions and provide tools and strategies that enable Year 0 Teachers to create positive and productive successful learning environments for students.

- Mentors and mentees will meet before or after contractual hours using the digital meeting platform Google Meet. Mentors will be compensated for up to a maximum of three 60-minute mentoring sessions per month for each assigned mentee outside of contractual hours.
- Once assigned a Year 0 teacher, Mentors will be required to attend one 90 minute introductory professional development session held at 440 District Offices.
- Teacher mentors will also be required to attend one ongoing monthly PD session @ 440 District Offices to receive additional mentoring development and stay current and in good standing with the program .

Please note: The number of new teachers hired after leveling each month is different. Teacher mentors may not receive a mentee right away or be assigned a mentee that is in their specific grade band or content area.

Minimum Requirements

- 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.
- Have no unsatisfactory documentation currently on file.
- Be a regularly appointed and certified Level II teacher in the School District of Philadelphia.

Specific Criteria

- Must be a current school District of Philadelphia Employee.
- Demonstrate effective communication skills related to facilitating adult learning through professional development.
- Be comfortable leading virtual mentoring meetings using platforms such as Google Meet/Zoom for Year 0 teachers.

School: None

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Hours: <i>Will not be normal school day/hours.</i>	Three 60-min of Digital Mentoring per month for each assigned mentee outside of contractual hours (Facilitator Rate: 48.87/hr) One-time 90 minute Introductory Mentor PD @ 440 District Offices when assigned a mentee (PD Rate: 29.45/hr) Ongoing 60 minute PD Session per month @ 440 District offices once assigned a mentee (PD Rate: 29.45/hr)					N/A	N/A
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Hourly Rate: \$48.87 Facilitator rate (for time mentoring outside contractual work day) \$29.45 PD participant rate (for the one time Introduction PD and monthly Virtual PD Sessions)	Benefits: none	Yes	No
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Start date: TBD

End date: May 31st 2021

Office Requesting Announcement: Office of Teaching and Learning

Application Procedure

Application materials should be submitted as a link to a Google folder emailed to teachermentor@philadpsd.org. Folders should be submitted using the following naming scheme: LASTNAME_TEACHERMENTOR APPLICATION2020.

Applicants should submit the following documents in their Google Folder using the method outlined above:

1. A cover letter expressing interest in the position and describing your strengths as a professional development facilitator. Your letter should be no more than one double-spaced page.

2. An updated Professional Resume.

All applications are due by May 31st, 2020

Candidates will be selected in accordance with Article XVII.C.1 of the agreement between the School District and the Philadelphia Federation of Teachers.

Contact Name: Meredith Mehra

Contact Phone: 215-400-4280

Email:

teachermentor@philasd.org

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

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