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**Essential Functions**

Work with the Office of Curriculum and Instruction staff to develop and review curriculum, Scope and Sequence, units, and instructional materials aligned to Common Core and PA Core Standards indicated for each content area below:

**English Language Arts (ELA)**

- Grades K-3

**Math 4-12**

- Grades 4-5
- Grades 6-8
- Algebra I
- Algebra II
- Geometry
- Pre-Calculus
- Calculus
- Statistics

**Essential Duties and Responsibilities**

Responsibilities include, but are not limited to:

**Must agree to:**

- Actively participate in training - date & time TBD
- Attend short virtual meetings as requested by the Office of Curriculum and Instruction during the 2020-2021 SY.
- Create and revise work as requested by the Office of Curriculum and Instruction for the 2020-2021 school year.
- Meet deadlines and/or proactively communicate at any point you may be falling behind.
- Work collaboratively with the Office of Curriculum and Instruction staff and the other team members.
- Respond to communications from the Office of Curriculum and Instruction staff in a timely manner (within 24 hours).

**Requirements:**

Applicants must:

- Be a fluent user of Google Docs and Google Drive.
- Have experience in identifying and/or designing curriculum and authentic performance tasks.
- Have at least 5 years' experience in teaching the subject and grade for which they are applying.
- Possess a valid teaching certificate.
- Possess a deep knowledge and understanding of the Common Core Standard

- 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 unsatisfactory documentation pending or currently on file.
- Be a regularly appointed School District of Philadelphia teacher.

#### Application Procedure

Interested applicants should complete the link by clicking [here](#). Below is the required information for submission, which you may want to prepare ahead of applying.

- Letter of Intent: Candidates must indicate how they meet the criteria, along with what they hope to gain from the experience.
- Performance Task: After initial screening, candidates may be asked to complete a performance task.