Essential Functions

The Office of Curriculum and Instruction (OCI) is seeking to create a database of highly-qualified teachers that are willing, and able, if needed, to deliver high-quality professional development to teachers on the Math and ELA curriculum units. Teachers interested in being placed on the list to facilitate PD should select the content and grade-band they are applying for. Only one content per submission. Being selected means that you will be added to our database and may be contacted to facilitate PD.

ELA	Math	Special Education	English Language Development (ELD)	Dual Language (ELA-SLA)
Grades K-3 Grades 4-5 Grades 6-8 English 1 English 2 English 3 English 4	Grades K-2 Grades 3-5 Grades 6-8 Algebra I Algebra II Geometry	AS K-12 ES K-12 LS K-12 LSS K-12 MDS K-12	Grades K-5 Grades 6 - 8 Grades 9-12 Sheltered High School Science Sheltered High School Social Studies Sheltered High School ELA Sheltered High School Mathematics	Grades K-6

Facilitator Expectations (district PD days)
- Teacher facilitators will be notified up to two weeks prior to the expected PD facilitation date and are expected to be available on the selected date 30 minutes before the session is scheduled to begin (dates TBD). If this time is outside of the contractual workday, compensation will be provided at the EC rate.
- Teacher facilitators must also be available for a minimum of two script reviews to prepare for facilitating the content that will be scheduled at least two weeks in advance of the PD day. Script review options will include after school or Saturday options and teacher facilitators will be compensated at the contractual PD or EC rate, depending on the type of work being done.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

Must agree to:

- Be willing and able to be on call for PD facilitation two weeks prior to the scheduled date.

- 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.
- Be willing and able to plan, collaborate and communicate with co-presenters.
- 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. Facility with Google Classroom is a plus.
- Experience with using digital resources and tools to enhance professional learning.
- Have at least 3 years' experience in teaching the subject for which they are applying
- Possess valid PA science professional teaching certificate.
- 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.

- Resume
- Recommendation Letter provided by Assistant Principal, Principal, or participant that you have facilitated for.

After initial screening, candidates may be asked to complete a performance task.