
**PART-TIME JOB OPPORTUNITY
SATURDAY SCHOOL CREDIT RECOVERY
Administrator Job Posting
2020 -2021 School Year**

Date Posted: 12/16/2021

Application Deadline: 12/20/2021

Saturday School Credit Recovery – ADMINISTRATORS

Saturday School Credit Recovery is a program for current 10th - 12th grade students who need to recover credits in order to stay on track for graduation. The Saturday School Credit Recovery Program SY 2021-22 is virtual. We will use the SIS/Infinite Campus for record keeping, attendance & grading.

Program Dates

January -- 8, 15, 22, 29
February -- 5, 12, 19, 26
March -- 5, 12, 19, 26
April -- 2, 9, 23, 30
May -- 7, 14, 21

Program Time

Administrator: 8:00am - 1:30pm
Staff: 8:00am - 1:30pm
Students: 8:45am - 1:30pm

Midterm: February 12, 2022 Final: May 14, 2022

Based on student enrollment, classes will be created in each content area. Teachers will be assigned as described in the [Criteria for Selection](#). Each Credit Recovery course will include 50 hours of instruction.

INTERESTED ADMINISTRATORS PLEASE APPLY

DUTIES:

Program supervision

- Oversee/supervise all scheduled activities
- Lead mandatory 1-hour common planning time twice per month.

Teacher supervision

- Assist with in-person lesson planning/instruction (virtual, if necessary)
- Collect and review lesson plans
- Provide informal feedback to teachers
- Follow regular policies regarding staff expectations
- Provide teacher coverage
- Review/oversee uploading finalized grades and report to home schools

Communication

- Daily communication with teachers, roster support and instructional support to check in

CRITERIA:

- Be an appointed administrator in the School District of Philadelphia.
- Be able to commit to work on the dates as listed above on Saturdays between the hours of 8:00am - 1:30pm, and facilitate/lead one (1) one-hour professional learning sessions with Saturday Credit Recovery teachers/counselors per month.
- Have an excellent attendance and punctuality record during the last three (3) years defined as no more than eighteen (18) occasions of lateness or absences for personal illness in the last three (3) years. A consecutive period of absence constitutes one occasion.
- Have no unsatisfactory documentation pending or currently on file.
- Be willing and able to attend Saturday School Orientation and Professional Development session afterschool on December 20, 2021. Sign up via Cornerstone, Titled: Saturday Credit Recovery PD.

COMPENSATION: Assistant Principals for the Saturday School Credit Recovery program will be compensated based on the hourly rate.

SELECTION: Interviews may be required. Not all candidates may be interviewed. Preference in selection is given to teachers who have previously taught in a city-wide School District of Philadelphia Credit Recovery program. Should student enrollment not be reached, or be maintained at expected levels, staff reductions may be necessary. Possible reductions will be based on the agreement with the Commonwealth Association of School Administrators, in accordance with program seniority then system seniority.

METHOD OF APPLICATION: Possible reductions will be based on the agreement with the Philadelphia Federation of Teachers in accordance with seniority or any other relevant contractual agreements.

- Resume (please indicate all areas of certification)
- A list of your qualifications based on the Criteria for Selection section in this flyer

Administrators interested in being selected for Saturday School Credit Recovery for 2021-2022 School Year should submit the following to the Office of Academic Supports, Ms. Geneva Sloan via the application form by December 20th. Questions? Email at saturdaycreditrecovery@philasd.org.

Application: [LINK](#)