

PART-TIME JOB OPPORTUNITY
Office of Academic Supports Tutoring
Administrator Job Posting
2021 -2022 School Year

Date Posted: 1/26/22

Application Deadline: 2/4/22

Central Office Tutoring – ADMINISTRATORS

The Office of Academic Supports (OAS) is excited to offer a tutoring program for eligible students in grades 3-12 to provide additional instructional support aligned to ELA and Math grade-level expectations and standards-aligned instruction. Tutoring sessions will occur February 7, 2022 through May 19, 2022. Assigned administrator hours are Monday through Thursday between the hours of 3:45 PM and 6:30 PM.

Students will engage in 120-minutes of **virtual** tutoring per course, two days a week. Sessions will be from 4:00 PM - 5:00 PM and/or 5:15 PM - 6:15 PM (Monday - Thursday) depending on tutoring cohort assignment.

The intended outcomes of the program are to:

- Provide instructional support and opportunity for grade improvement to students in danger of failing English or Math.
- Provide additional opportunities for mastery of course content and skills, working towards proficiency.
- Enhance students' approaches to learning by becoming more skilled readers, note-takers, and strategic learners in the digital environment.
- Expand students' toolbox of methods to solve problems by becoming more skilled at explicitly thinking about their reasoning processes, synthesizing cross-curricular learning, and developing strategies to enhance their learning.
- Develop systematic methods for learning from problem sets, including: how to apply and transfer conceptual knowledge; identify common obstacles and errors; and contextualize individual problems within the themes and concepts of the course.

Tutoring is offered for 3rd - 8th grade English Language Arts (ELA) and Math, and the following high school subjects: Algebra I and II, Geometry, and English I, II, III, and IV. Students who had a D or F in Q1 and/or Q2 or whose teachers believe tutoring would be beneficial for the student are eligible to participate. Students who are in need of additional support to maintain firmly On-Track status are also eligible to participate.

Program Dates

February 7, 2022- May 19, 2022 (Monday-Thursday)

There will be no tutoring sessions held on the following dates:

2/21 (President's Day)

4/11-4/15 (Spring Break)

5/3 (Eid-al-Fitr)

5/17 (Election Day)

INTERESTED ASSISTANT PRINCIPALS PLEASE APPLY

DUTIES:

Program supervision

- Oversee/supervise tutoring sessions
- Teacher supervision
- Collect and review lesson plans
- Provide informal feedback to teachers
- Follow regular policies regarding staff expectations
- Review/oversee completion of interim reports and submissions to schools and parents
- Collect and report attendance

Communication

- Daily communication with teachers, roster support and instructional feedback during lessons

CRITERIA:

- Be a currently appointed Assistant Principal in the School District of Philadelphia.
- Be able to commit to work on the dates as listed above Monday through Thursday between the hours of 3:45 PM and 6:30 PM
- 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 Tutoring Orientation and Professional Development session (TBD)

COMPENSATION: Assistant Principals for the Office of Academic Supports Tutoring program will be compensated based on their actual hourly rate

SELECTION: Interviews may be required. Not all candidates may be interviewed. 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 Commonwealth Association of School Administrators (CASA) in accordance with seniority or any other relevant contractual agreements.

METHOD OF APPLICATION:

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

Assistant Principals interested in being selected for the Office of Academic Supports Tutoring for 2021-2022 School Year should submit the following to the Office of Academic Supports, tutoring@philasd.org, no later than February 4, 2022.