

## Facilitator for the 2022 SDP Summer Early Literacy Institute

### Essential Functions

Support the District in delivering high-quality, synchronous professional development to teachers of ELA grades K-3, who are new to the grade band (less than 3 years experience) during the week of June 21-24.

Facilitators are expected to be available each day between 8:00 AM and 1:00 PM. Individuals must also be available for one Script Review session on Wednesday, June 1, 2022, after school, from 4:30-6:00 pm as well as any additional dates that may be required for script and presentation revisions.

### Essentials Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Meet deadlines and/or proactively communicate at any point with team leads.
- 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)

### Must Agree to:

- Facilitate 2 different sessions as developed by the Early Literacy Professional Development Writing Team
- Be available to present on June 21, 22, 23, 24 between the hours of 8:00 am - 12:00 noon.
- Attend 1 script review with the development team on Wednesday, June 1, 2022 after school 4:30-6:00.

### Requirements:

## Facilitator for the 2022 SDP Summer Early Literacy Institute

- Must be current District employee
- At least five years of teaching experience
- Pennsylvania Certification Level II as an Early Childhood and/or Elementary Teacher
- Experience teaching students in grades K, 1, 2, and/or 3
- Experience at facilitating professional development and training to teachers
- 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.
- Can commit to facilitating synchronous professional development June 21-24, 2022.
- Commit to attending virtual PD facilitation planning sessions after school hours, as necessary (synchronously).
- Be a fluent user of Zoom.
- Be a fluent user of Google Docs and Google Drive. Familiarity with Google Classroom is a plus.

### 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.
- Resume

### Deadline for Application

Notifications for decisions will be communicated by May 30, 2022.

### Compensation

#### Hourly Rate:

**\$29.45 PD Rate (for participant)**

**\$39.87 EC rate (for time preparing)**