



Office of Human Resources

Job Postings for Schools for part-time

Employer Information

Teacher Mentor for New Teacher Induction Program: Up to twenty-four (24) teachers, K to 12th grade will be hired to facilitate professional development (please see schedule of dates below).

Date of Request: May 6, 2022

The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction in order to convert to a Level II certificate. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers.

This teacher mentor position requires the selected teacher to contribute to the Induction Program by:

- Participating in all facilitator development sessions and script reviews.
- Facilitating 30 hours of professional development.
- Reviewing, assessing, and providing feedback on participant portfolios.

Job Responsibilities include, but are not limited to:

- Participate in all scheduled script review sessions, paid at the contractual PD participant rate.
- Prepare to facilitate professional development confidently on Zoom by internalizing content and checking technology.
- Facilitate 30 hours of professional development sessions, paid at the contractual PD leader rate.
- Communicate promptly and proactively with the Office of Teaching and Learning and Induction Coordinators.
- Implement feedback from the Office of Teaching and Learning team and Induction Coordinators.
- Document use of time and submit documents in a timely manner.
- Assess participant portfolios and provide feedback using a rubric provided by the Office of Teaching and Learning. Facilitators will be paid at the contractual EC rate for scoring of portfolios.
- Verify that each Induction participant has met all deadlines and portfolio criteria for successful completion of the Induction program.

All meetings and sessions will be held on Zoom.

Cohort 1 22-23

Dates subject to change based on final 2022-2023 Academic Calendar.

<i>Script Review Date</i>	<i>Induction Session Date</i>
9:00-2:00 w 45 min lunch June 27, 28, 29, 30, 2022	9:00-2:00 w 30 min lunch July 18, 19, 20, 21, 2022
Tuesday October 11, 2022 5:00pm - 6:00pm	Thursday October 20, 2022 5:00pm - 7:30pm



Monday, November 7, 2022 5:00pm - 6:00pm	Thursday November 17, 2022 5:00pm - 7:30pm
Wednesday, January 4, 2023 5:00pm - 6:00pm	Thursday, January 12, 2023 5:00pm - 7:30pm
SNOW DAY MAKE UP	Thursday February 23, 2023 5:00pm - 7:30pm AS NEEDED
Tuesday, March 21, 2023 5:00pm - 6:00pm	Thursday, March 30, 2023 5:00pm - 7:30pm
	Portfolio Scoring Window: March 11 - 22, 2023 *portfolio is due March 10, 2023

Cohort 2 22-23

Dates subject to change based on final 2022-2023 Academic Calendar.

Script Review Date	Induction Session Date
Induction Mentor Orientation (*for new mentors only): Tuesday, September 13, 2022 from 5:00pm - 6:30pm	
Tuesday, September 20, 2022 5:00pm - 6:30pm	Thursday, September 29, 2022 5:00pm - 7:00pm
Tuesday October 4, 2022 5:00pm - 6:30pm	Saturday, October 15, 2022 8:30am - 1:15pm
Tuesday, October 25, 2022 5:00pm - 6:30pm	Saturday November 5, 2022 8:30am - 1:15pm
Tuesday, November 29, 2022 5:00pm - 6:30pm	Thursday December 8, 2022 5:00pm - 7:00pm
Tuesday January 10, 2023 5:00pm - 6:30pm	Saturday January 21, 2023 8:30am - 1:15pm
Tuesday February 7, 2023 5:00pm - 6:30pm	Thursday February 16, 2023 5:00pm - 7:00pm
Tuesday, February 28, 2023	Saturday March 11, 2023



5:00pm - 6:30pm	8:30am - 1:15pm
SNOW DAY MAKE UP	Saturday March 25, 2023 8:30am - 1:15pm
Tuesday, April 18, 2023 5:00pm - 6:30pm	Thursday, April 27, 2023 5:00pm - 7:00pm
Tuesday, May 2, 2023 5:00pm - 6:30pm	Thursday, May 11, 2023 5:00pm - 7:00pm
Monday, May 15, 2023 5:00pm - 6:30pm	Thursday, May 25, 2023 5:00pm - 7:00pm
	Portfolio Scoring Window: May 13 - May 24, 2023 *Portfolio is due May 12, 2023

Minimum Requirements

Be a regularly appointed teacher in the School District of Philadelphia with a PA Level II Instructional Certification and/or a minimum of 6 years of teaching experience

AND

Demonstrate effective communication skills related to facilitating adult learning through professional development.

Specific Criteria

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1. Have an excellent attendance and punctuality record during the last three (3) years (defined as no more than eighteen occasions of absence for personal illness or lateness during the last three (3) years). A consecutive period of absence constitutes one occasion.
2. Have no unsatisfactory documentation currently on file.
3. Be a regularly appointed and certified teacher in the School District of Philadelphia.
4. Complete a performance task which will be scored using a rubric from the Office of Teaching and Learning. Should there be the same score between two applicants, seniority will be the final determining factor in hiring.

School: N/A

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies	Varies	Varies	
Hourly Rate:	PD Leader Rate - \$48.86 PD Participant Rate - \$29.45 EC Rate - \$39.87			Benefits: No			

Start date: June 27, 2022

End date: May 25, 2023

Office Requesting Announcement: Office of Teaching and Learning



Application materials should be organized in a Google folder using the following naming scheme: LASTNAME_MENTOR APPLICATION2022. Send an email to teacherinduction@philasd.org with a link to the folder.

Applicants should submit the following documents:

1. A cover letter expressing interest in the position and describing your strengths as a professional development facilitator. Your response should be no more than two double-spaced pages.
2. Please specify whether you are applying for:
 - a. Cohort 1
 - b. Cohort 2
 - c. Both Cohorts
3. Professional resume
4. Current letter of recommendation from principal or supervisor
5. Statement of support from a teacher in years 0-3 who you have supported in any capacity during the last 3 school years.

Deadline to apply: Until the needs of the district are met.

Contact Name: Office of Teaching & Learning

Contact Phone: 215-400-4280

Email: teacherinduction@philadsd.org

This form is for the School District of Philadelphia *USE ONLY*