Professional Development Facilitator

July 1, 2022 - June 30, 2023

**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. 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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grades</th>
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<tbody>
<tr>
<td>ELA</td>
<td>Grades K-3, Grades 4-5, Grades 6-8, English 1, English 2, English 3, English 4</td>
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<tr>
<td>Math</td>
<td>Grades K-2, Grades 3-5, Grades 6-8, Algebra I, Algebra II, Geometry</td>
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<tr>
<td>Science</td>
<td>K-5, 6-8, Biology, Chemistry, Physics</td>
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<tr>
<td>Social Studies</td>
<td>K-5, 6-8, African American History, US History, World History</td>
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<tr>
<td>World Languages</td>
<td>Grades K-7, HS Levels 1 &amp; 2, HS Advanced Levels and Heritage Courses</td>
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<tr>
<td>English Language Development (ELD)</td>
<td>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</td>
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<td>Dual Language (ELA-SLA)</td>
<td>Grades K-6</td>
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Facilitator Expectations
Teacher facilitators will be notified up to two weeks prior for the expected script review, and up to 4 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.
- Facilitators can select to facilitate District Wide Professional Development Days, Tune Up Tuesdays, Supplementary/Digging Deeper Sessions and New Hire Orientation.
- Select facilitators may be asked to support the creation, or create PD content.
  - PD revisions and feedback sessions are TBD by the specified point of contact in the Office of Curriculum and Instruction.
  - Acknowledgement for the need to create PD will be shared with select facilitators a minimum of 6 weeks prior to the date of the professional development.

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).
- Pre-identify and commit to facilitating on specific District Wide Professional Development days, Tune Up Tuesdays, Supplementary/Digging Deeper Sessions and New Hire Orientation.
- Facilitators will not be compensated for PD prep and facilitation until the facilitator has delivered the professional development/training and has completed the attendance form at the commencement of professional development/training.

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.
- Demonstrate effective communication skills, and display the ability to function as a constructive team member when working with peers and administrators.
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- 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.