



Employer Information	
Teacher Facilitator for the 2023 Spring Teacher Symposium:	Date of Request: September 20, 2022
<p>The Teacher Symposium is designed to provide teachers with an opportunity to participate in engaging, relevant professional development sessions that will have a direct impact on their professional practices. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia. For the 2023 Symposium, sessions will focus on a variety of topics related to Educational Justice.</p> <p>This teacher facilitator position requires the selected teacher to contribute to the 2023 Spring Teacher Symposium by:</p> <ul style="list-style-type: none"> ● Participating in all facilitator onboarding meetings and professional development ● Facilitating a maximum of three professional development sessions which will occur in April 29, 2022, from 10:00 am - 3:30 pm ● Working a maximum of 26 hours on this project, which includes, synchronous training, asynchronous/independent work, optional development sessions, and session facilitation. 	
Job Responsibilities	
<ul style="list-style-type: none"> ● Attend and participate in all after school facilitator meetings: 12/14/22, 1/11/23, 1/30/23, 2/22/23, 3/29/23, 4/12/23, from 4:30pm-6:30 pm paid at the contractual PD rate. ● Complete three asynchronous trainings, one hour each; due dates for each training: 1/10/23, 1/27/23, 2/17/23 ● Facilitate a maximum of three 75 minute professional development sessions on April 29, 2023 paid at the contractual rate. If fewer than three sessions are needed, facilitators have the option of attending sessions as a participant, if space allows, and will be paid at the contractual PD rate. ● Design a professional development session including session plan, resources, handouts, Google deck, and other relevant materials. ● Communicate promptly and proactively with the Office of Teaching and Learning. ● Incorporate feedback from the Office of Teaching and Learning team. ● Collaborate with the Office of Teaching and Learning team and colleagues. ● Perform job-related duties as required. 	
Minimum Requirements	
<p>Be a regularly appointed certified teacher in the School District of Philadelphia with a demonstrated knowledge of effective instruction aligned to at least one of the Teacher Symposium areas of focus provided in the proposal. AND Demonstrate effective communication skills related to facilitating adult learning through professional development.</p>	
Specific Criteria	
Specific Criteria source material	



- A regularly appointed certified teacher
- Has demonstrated at least proficient instruction over the last three (3) years evidenced by their observation of teaching practice score from a formal observation
- Has no unsatisfactory documents in applicant's personnel file from the past 18 months
- Has an excellent record of attendance and punctuality during the last three (3) years (defined as no more than 18 occasions of personal illness, excluding one extended period of illness)

School: N/A
Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
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Hours:	Varies	Varies	Varies	Varies	Varies	Varies
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Hourly Rate: PD Leader Rate- \$48.46	Benefits: No
PD Participant Rate- \$29.45	
EC Rate- \$39.87	

Start Date: December 14, 2022	End date: April 29, 2023
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Office Requesting Announcement: Office of Teaching and Learning

Applicants should submit the following documents via the Application and Session Proposal form <[HERE](#)>:

1. A cover letter explaining your qualifications to facilitate professional development on the topic you have selected and any previous experience you have presenting on the topic.
2. Current resume
3. Letter of recommendation from current principal and a current colleague that speaks to your experience and expertise on the topic you have selected to facilitate PD. All letters must include a signature from the author.
4. Application and Session Proposal form using the provided template. Included in the link above.

Deadline to apply is October 18, 2022. Notifications for decisions will be communicated by Monday, Nov. 14, 2022

Contact Names: Cristina Hart & Emily Work

Contact Phone: 267-225-7669	email: professionaldevelopment@philasd.org
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This form is for the School District of Philadelphia *USE ONLY*