
**PART-TIME JOB OPPORTUNITY
SATURDAY SCHOOL CREDIT RECOVERY
Administrator Job Posting
2022 - 2023 School Year**

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

Saturday School Credit Recovery – ADMINISTRATORS

Saturday School Credit Recovery is a program for current 10th - 12th grade students who need to recover credits in order to stay on track for graduation. The Saturday School Credit Recovery Program SY 2022-23 is **in-person** at Edison High School and South Philadelphia High School. We will use the SIS/Infinite Campus for record keeping, attendance & grading.

Program Dates

December - 3*, 10*, 17

January -- 7, 14, 21*, 28*

February -- 4, 11*, 18, 25*

March -- 4, 11*, 18, 25*

April -- 1, 15*, 29*

May -- 6, 13*, 20*

Program Time

Administrator: 8:15am - 2:30pm

Staff: 8:15am - 2:30pm

Students: 9:00am - 2:15pm

There will be no classes held on the following Saturdays: December 24, 2022 and December 31, 2022

Midterm: March 4, 2023 Final: May 13, 2023

*one-hour professional learning sessions with Saturday Credit Recovery teachers/counselors

Based on student enrollment, classes will be created in each content area. Teachers will be assigned as described in the [Criteria for Selection](#). Each Credit Recovery course will include 50 hours of instruction.

INTERESTED ADMINISTRATORS PLEASE APPLY

DUTIES:

Program supervision

- Oversee/supervise all scheduled activities
- Lead mandatory 1-hour common planning time once per month.

Teacher supervision

- Assist with in-person lesson planning/instruction

- Collect and review lesson plans
- Provide informal feedback to teachers
- Follow regular policies regarding staff expectations
- Provide teacher coverage
- Review/oversee uploading finalized grades and report to home schools

Communication

- Daily communication with teachers, roster support and instructional support to check-in

CRITERIA:

- Be an appointed administrator in the School District of Philadelphia.
- Be able to commit to work on the dates as listed above on Saturdays between the hours of 8:15a.m - 2:30p.m., and facilitate/lead two (2) one-hour professional learning sessions with Saturday Credit Recovery teachers/counselors per month- - identified by the asterisks in Program Dates.
- 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 currently on file.
- Be willing and able to attend Saturday School Orientation and Professional Development session afterschool on **November 17, 2022 - 3:30PM - 4:30PM**. Sign up via Cornerstone, Titled: Saturday Credit Recovery PD.

COMPENSATION: Assistant Principals for the Saturday School Credit Recovery program will be compensated based on the hourly rate.

SELECTION: Interviews may be required. Not all candidates may be interviewed. Preference in selection is given to administrators who have previously taught in a city-wide School District of Philadelphia Credit Recovery program. 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 the Commonwealth Association of School Administrators, in accordance with program seniority then system seniority.

METHOD OF APPLICATION:

- Resume (please indicate all areas of certification)
- A list of your qualifications based on the Criteria for Selection section in this T4 post

Administrators interested in being selected for Saturday School Credit Recovery for 2022-2023 School Year should submit the following to the Office of Academic Supports, Ms. Geneva Sloan via the application form by **November 14th**. Questions? Email at saturdaycreditrecovery@philasd.org.

Application: [LINK](#)