

**PART-TIME JOB OPPORTUNITY
SATURDAY SCHOOL CREDIT RECOVERY
Climate Manager/Climate Staff Job Posting
2022 -2023 School Year**

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

Saturday School Credit Recovery – Climate Manager/Staff

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 CLIMATE MANAGER/STAFF PLEASE APPLY

DUTIES:

Under the direction and supervision of the Saturday School Credit Recovery Principal.

- Facilitates smooth transitions at the start and end of the school day
- Assist teachers in the establishment and execution of classroom rules and procedures that support teaching and learning.
- Enforces the Code of Student Conduct and all District policies and procedures.
- Attends workshops and professional development sessions on climate and behavior enhancing programs and initiatives.
- Intervenes to minimize potential conflicts between students to prevent escalation of situations.

- Participates in the implementation of the School Climate Plan.
- Reinforces appropriate behavior with individual students.
- Monitor student behavior during unstructured time
- Assists security and instructional personnel on monitoring students' activities and in patrolling.
- Helps to maintain order in the dining areas during lunch periods and the school play areas during recess.
- Ensures that students clean their respective eating areas prior to leaving the cafeteria, removes residual debris in between lunch periods as needed, and may assist in delivering lunches to students.

CRITERIA:

- Be able to commit to work on the dates as listed above on Saturdays between the hours of 8:15 a.m. – 2:30 p.m., and attend two (2) one-hour professional learning sessions with Saturday Credit Recovery 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: Climate managers/Staff for the Saturday School Credit Recovery program will be compensated based on their hourly rate.

SELECTION: Interviews may be required. Not all candidates may be interviewed. Preference in selection is given to teachers 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 (CASA) in accordance with seniority or any other relevant contractual agreements.

METHOD OF APPLICATION:

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

Climate managers/Staff 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](#)