

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

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

Saturday School Credit Recovery – Guidance Counselor

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 GUIDANCE COUNSELOR PLEASE APPLY

DUTIES:

Under the direction and supervision of the Saturday School Credit Recovery Administrator:

- Be willing and able to provide counseling services that foster the academic, personal, social and career development of all students.

- Provides individual/group counseling and guidance for students and implements broad based programs that deal with decision making, conflict resolution, self esteem, coping strategies and other issues.
- Serves as both the primary agent for addressing issues that impact on students at risk of failing to attain their full academic potential and the school based resource for dealing with child abuse/neglect and crisis prevention/intervention.
- Acts as a liaison between the school and various community/governmental agencies that may provide services to students and their families and participates on the school's multi-disciplinary committee.
- Demonstrated ability to operate email, Word, Excel, SIS
- Demonstrated ability to use Zoom, Google Apps, SMART Board, and other instructional tools
- Attend mandatory 1-hour common planning time twice per month.

CRITERIA:

- Be an appointed Guidance Counselor 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 attend two (2) one-hour professional learning sessions with Saturday Credit Recovery per month - identified by the asterisks in Program Dates.
- Experience with or willingness to service low-literacy students within your area of expertise.
- 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: Counselors for the Saturday School Credit Recovery program will be compensated based on their hourly rate. Counselors will be allotted a prep.

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 Philadelphia Federation of Teachers 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

Counselors 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](#)