

PART-TIME JOB OPPORTUNITY
SATURDAY SCHOOL CREDIT RECOVERY
EL Point Person Job Posting
2022- 2023 School Year

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

Saturday School Credit Recovery – EL POINT PERSON

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 EL POINT PERSON PLEASE APPLY

DUTIES:

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

- Provides oversight for instruction and compliance of English Language Learners (ELLs) in Saturday Credit Recovery and Collaborate with school leadership team as an active member to ensure English Learners are included in all school-wide initiatives

- Maintain ongoing communication with Counselor, Dean, Bilingual Counseling Assistants (BCAs), Climate Manager, and other members of the school leadership team to ensure English Learners receive appropriate academic and social-emotional support
- Ascertain trends in the school's strengths and needs as they relate to EL support
- Ensure effective rostering and scheduling of ELs in collaboration with leadership team
- Provide resources and professional development to other teachers
- Support all teachers to provide effective instruction for English Learners by: modeling lessons, providing coaching and feedback, and supporting with lesson planning, etc
- Demonstrated ability to operate email, Word, Excel, SIS
- Demonstrated ability to use Zoom, Google Apps, SMART Board, and online instructional tools
- Plan and implement lessons including scaffolding and opportunities for students to interact through reading, writing, speaking and listening
- Teach engaging and real-life application lessons to students, provide testing strategies, and support students towards academic success
- Attend mandatory 1-hour common planning time twice per month.
- Assist with organizing materials and supplies and setting up Google classrooms
- Communicate regularly with the Saturday School Credit Recovery Principal regarding any issues with students' attendance and academic progress

CRITERIA:

- Be an appointed English as a Second Language Teacher with English as a Second Language (ESL) Specialist Certification
- 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 learn how to teach low-literacy students within your content area.
- 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 pending or 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: ELs for the Saturday School Credit Recovery program will be compensated based on their hourly rate. Teachers 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 with deference to certification areas needed to staff course offerings.

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

EL Points 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](#)