

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

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

## **Saturday School Credit Recovery – Secretary**

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**

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 SECRETARY PLEASE APPLY**

#### **DUTIES:**

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

- Types correspondence, reports, and various forms including accounting and fiscal statements.
- Composes and types form letters or answers to routine correspondence.
- Assembles statistical information for various reports.

- Answers telephones and personal inquiries which require knowledge of school and administrative rules, regulations and procedures; routes visitors and calls; secures and releases routine information.
- Operates a personal computer to perform word processing and other functions relative to assigned work.
- Sorts correspondence, checks, vouchers, index cards, and other materials; maintains and purges files.
- Posts and maintains records for personnel, payroll, equipment, pupils and other areas as needed.
- Prepares requisitions for and maintains records of supplies and equipment.
- Schedules meetings for superior or other personnel.

**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.
- 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:** Secretaries 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 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 flyer

Secretaries 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](mailto:saturdaycreditrecovery@philasd.org).

Application: [LINK](#)