

**PART-TIME JOB OPPORTUNITY  
SATURDAY SCHOOL CREDIT RECOVERY  
Technology/Roster Support Teacher Job Posting  
2022 -2023 School Year**

Date Posted: 10/24/2022

Application Deadline: 11/14/2022

**Saturday School Credit Recovery – Technology/Roster Support TEACHER**

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 TEACHERS PLEASE APPLY**

**DUTIES:**

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

- Be willing and able to troubleshoot common technology problems in the virtual program or with the support of the Technology Department.
- Collaborate with classroom teachers to support technology in lessons
- Be willing and able to monitor the master schedule, making adjustments to the schedules if needed.
- Demonstrated ability to operate email, SIS and Edgenuity online program

- Demonstrated ability using Zoom, Google tools and a variety of web-platforms or other online resources.
- Attend mandatory 1-hour common planning time twice per month.
- Assist with organizing virtual resources and setting up Google classrooms
- Communicate regularly with the Saturday School Credit Recovery Principal regarding any issues with classroom technology, SIS, or students' attendance and schedules
- Assist with uploading of finalized grades as needed

**CRITERIA:**

- Be an appointed secondary certified teacher in the School District of Philadelphia.
- Demonstrated experience in the area of technology support and roster/scheduling required.
- 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 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:** Teachers 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 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

Technology/Roster Chairs 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](#)