

| **Job Posting for Schools** |
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| **Job Title:** | **Curriculum Writer(Auto Collision)** | **Travel Required:** | 1 day - 2hr - for procedures and expectations |
| **Department/Group:** | Career and Technical Education  | **Grade level:** | 10th – 12th  |
| **Level/Salary Range:** | Current EC Rate as per the PFT Contract  | **Position Type:** | Part Time  |
| **Contact Person:** | Renee Novello rnovello@philasd.org, John Fallowsjfallows@philasd.org Samuel Yunsyun@philasd.org  | **Position duration:** | June 2023 - November 2023 |
| **Allotted time:** | **Up to 80 hours per position duration** | **Posting Expires:** | 6/15/2023 |
| **Job Description:** |
| **Overview:**The School District of Philadelphia, through the Division of Career and Technical Education, is looking for a dynamic School District teacher to write CTE curriculum in the form of learning guides for the CTE Auto Collision program. The goal of the position is to provide equity and access to all Auto Collision program students through the writing, development, and sharing of learning guides, materials, and best practices with the explicit goal of supporting new and other CTE teachers. The successful candidate will manage and coordinate all curriculum writing for the specific CTE program.  **Duties and responsibilities:*** Must possess knowledge of PDE task lists, learning guide development, performance tasks, and School District curriculum standards
* Meet with CTE cluster IDS and curriculum specialist to confirm learning format expectations and requirements.
* Develop learning guides that align to the approved curriculum map
* Develop materials that supplement learning guides
* Develop formative and summative assessments that align to the developed curriculum map
* Develop projects and activities that are aligned to CTSO frameworks
* Organize learning guides and materials based on CTE program level and SY quarter.

**Knowledge, Skills, and Abilities:*** Knowledge of PDE task lists, CEW standards, CTSO frameworks, and PDE academic standards
* Proven ability to use a personal computer, Google docs and sheets
* Proven ability to use and develop online formative and summative assessments (checklists, rubrics, quizzes, tests, review materials, etc…)

**Criteria for Selection:*** Possess a valid Commonwealth of Pennsylvania Teaching Certificate, Vocational Level 1 or Level 2 Certificate in the corresponding approved Career and Technical Education program of study
* Have an excellent attendance record, defined as no more than eighteen (18) occasions of absence for personal illness in the last three (3) years. A consecutive period of absence constitutes one occasion
* Have no unsatisfactory documentation pending or on file
* Preference will be given to teachers who hold a Vocational level 2 certification.
* All EC hours must be submitted by deadline, if not this could affect receiving payment for EC
* All factors being equal, selection will be in accordance with Article XVII-Section C-1 of the PFT contract
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| **Compensation (EC) and documentation requirements:** |
| The after-school program will begin October and will end in June. The Auto Collision Curriculum Writer must attend a in-person meeting to review expectations regarding document formats and deliverables. All supporting documents must be submitted by due date for EC payment. All EC hours must be submitted by deadline, if not this could affect your EC payment. Teachers will be paid the **standard EC rate as per PFT contract.**  |
| **Application Procedure:** |
| Qualified applicants must submit a resume and application to the Office of Career and Technical Education by close of business June 15, 2023. The application must be signed by the building principal.Send resumes to Opportunities Employment: Office of Career and Technical Education, 2nd Floor, 440 N. Broad Street, Philadelphia, PA 19130 or e-mail as a Word document attachment to: rnovello@philasd.org. Contact Name: Renee NovelloContact Phone: (215) 400-5599Email: rnovello@philasd.org  |
| **Once the form is completed, please email the form to rnovello****@philasd.org****This form is for the School District of Philadelphia *USE ONLY*** |

| FBLA CTSO CITYWIDE ADVISOR APPLICATION |
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| TEACHER CONTACT INFORMATION |
| School Name:  |
| School Address:  | ZIP Code: |
| Teacher Name: | Current School Assignment:  |
| Number of Years teaching at The School District :  |
| Phone: | E-mail: |
| City: | State: | ZIP Code**:** |
| Region: | Principal Name: |
| **SUBMISSION TIMELINE** |
| **First Submission**: Due by June  |
| **AGREEMENT** |
| 1. I will Plan and conduct a minimum of **three Citywide meetings** with all school based advisors
2. I will submit all trip paperwork & supporting documents (SEH-194 & SEH-195 forms, including COI’s) eight weeks before conference date or this could affect my chapter participating in competition
3. I will submit my *EC Attendance Log* in a timely manner and have it filled out properly
4. I will adhere to the *EC Attendance Log* submission timeline
5. I will keep records of CTSO student meetings that will include dated agendas, sign-in sheets and minutes
6. I will adhere to the allotted Perkins budget and keep records of all CTSO expenditures. If I go over the predetermined allotment, my school will be held financially accountable for the total amount due
7. I will keep detailed records of all CTSO participants by chapter for the regional, state, and national competitions including awards, scholarships, trophies, and medals.
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| **SIGNATURES** |
| Your signature below indicates acknowledgment of the agreement and your commitment to the position |
| Signature of Applicant: |
| Employee ID#:  |
| Signature of Principal: |