

Employer Information	
Facilitator for the Spring 2024 Educator Symposium:	Date of Request: September 20, 2023
<p>The Educator Symposium is designed to provide teachers and counselors with an opportunity to participate in engaging, relevant professional development sessions that will have a direct impact on their professional practices. Sessions will be facilitated by exemplary teachers and counselors currently working in the School District of Philadelphia. The training sessions will be virtual and the spring 2024 Educator Symposium will be in person. For the 2024 Symposium, sessions will focus on a variety of topics related to educational justice.</p> <p>This facilitator position requires the selected educators to contribute to the 2024 Spring Teacher Symposium by:</p> <ul style="list-style-type: none"> • Participating in all facilitator onboarding meetings, professional development, and practice and feedback sessions. • Facilitating a maximum of three professional development sessions which will occur in April 20, 2024, from 10:00 am - 3:30 pm • Working a maximum of 35 hours on this project, which includes, synchronous training, asynchronous/independent work, required development sessions, and session facilitation. 	
Job Responsibilities	
<ul style="list-style-type: none"> • Attend and participate in all after school facilitator trainings: 11/13/23, 1/30/23, 12/11/23, 1/18/24, 2/15/24, 3/7/24, 3/18/24, & 4/3/24, from 4:30pm-6:30 pm paid at the contractual PD rate. • Complete three asynchronous trainings, one hour each; due dates for each training: 11/28/23, 1/12/24, 2/9/24 • Facilitate a maximum of three 75 minute professional development sessions on April 20, 2024 paid at the contractual leader-in-charge rate. If fewer than three sessions are needed, facilitators have the option of attending sessions as a participant, if space allows, and will be paid at the contractual PD rate. • Design a professional development session including session plan, resources, handouts, slides, and other relevant materials. • Communicate promptly and proactively with the Office of Professional Learning. • Incorporate feedback from the Office of Professional Learning team. • Collaborate with the Office of Professional Learning team and colleagues. • Perform job-related duties as required. 	
Minimum Requirements	
<p>Be a regularly appointed certified teacher/counselor in the School District of Philadelphia with a demonstrated knowledge of effective instruction aligned to at least one of the Educator Symposium areas of focus provided in the proposal.</p> <p>AND</p> <p>Demonstrate effective communication skills related to facilitating adult learning through professional development.</p>	

Specific Criteria						
<p>Specific Criteria source material</p> <ul style="list-style-type: none"> • A regularly appointed certified teacher • A regularly appointed certified counselor • Has demonstrated <u>at least</u> proficient instruction/counseling over the last three (3) years evidenced by their observation of teaching practice/counseling practice score from a formal observation • Has no unsatisfactory documents in applicant's personnel file from the past 18 months • Has an excellent record of attendance and punctuality during the last three (3) years (defined as no more than 18 occasions of personal illness, excluding one extended period of illness) 						
<p>School: N/A Region: Central Office</p>						
Dates:	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies	Varies	Varies
Hourly Rate:	PD Leader Rate- \$50.33 PD Participant Rate- \$30.33 EC Rate- \$41.07			Benefits: No		
Start Date: November 13, 2023				End date: April 20, 2024		
Office Requesting Announcement: Office of Professional Learning						
<p>Applicants should submit the following documents via the Application and Session Proposal form <HERE>:</p> <ol style="list-style-type: none"> 1. A cover letter explaining your qualifications to facilitate professional development on the topic you have selected and any previous experience you have presenting on the topic. 2. Current resume 3. Letter of recommendation from current principal and a current colleague that speaks to your experience and expertise on the topic you have selected to facilitate PD. All letters must include a signature from the author. 4. Application and Session Proposal form using the provided template. Included in the link above. <p>Deadline to apply is October 18, 2023. Notifications for decisions will be communicated by Monday, Oct. 30, 2023</p>						
Contact Names: Nick Bungard & Cristina Hart						
Contact Phone: 215-400-4280				email: professionaldevelopment@philasd.org		
This form is for the School District of Philadelphia <i>USE ONLY</i>						