THE SCHOOL DISTRICT OF
PHILADELPHIA

Position: Curriculum Development for Chinese, Arabic, and Portuguese
Salary: Extra-Curricular rate of $41.07 per hour
Hours: 6-10 hours every two weeks for a maximum of 40 total hours

<u>**Essential Functions**</u>
Successful applicants will perform some or all of these duties as needed by the Office of Curriculum and Instruction:

Work with the Office of Curriculum and Instruction staff to translate and develop resource materials and and rubrics for Quarterly Planning Guides for the following Courses:
- High School World Languages - Chinese
    - High School Chinese Level 1
    - High School Chinese Level 2
- High School World Languages - Arabic
    - High School Arabic Level 1
    - High School Arabic Level 2
- High School World Languages - Portuguese
    - High School Portuguese Level 1
    - High School Portuguese Level 2

For the selected language(s), identify or compose culturally relevant and engaging passages for the interpretive mode, and prompts for the interpersonal and presentational modes. Identify routines to support the target level of communicative proficiency in languages with a non-Roman writing system.

Translate and/or adapt the sample formative and summative assessments in alignment with the Standards for the American Council on the Teaching of Foreign Languages (ACTFL).

<u>**Essential Duties and Responsibilities**</u>
Responsibilities include, but are not limited to:

<u>**Must agree to:**</u>
- Actively participate in approximately 4-8 hours of training for assessment and curriculum writers, or 2 hours of training and 2 hours of prep work for PD facilitation. This training will be compensated and held within two weeks of hire.
- Attend compensated virtual meetings as requested by the Office of Curriculum and Instruction.
- Complete and revise work as requested by the Office of Curriculum and Instruction for up to 40 hours.
- Meet deadlines and/or proactively communicate at any point you may be falling behind.
- Work collaboratively with the Office of Curriculum and Instruction and the other team members.

- Respond to communications from the Office of Curriculum and Instruction staff in a timely manner (within 24 hours).

Requirements:

Applicants must:

- Be a fluent user of Google Docs and Google Drive. Facility with Google Classroom is a plus.
- Have experience with using digital resources and tools to enhance communication in world languages classrooms
- Demonstrate familiarity with the ACTFL World-Readiness Standards, including the application of comprehension-based communicative language teaching.
- Have experience in identifying and/or designing curriculum and performance tasks for World Languages.
- Possess a valid PA World Language teaching certificate or equivalent in the language(s) for which you are applying.
- Demonstrate effective communication skills and display the ability to function as a constructive team member when working with peers and administrators.
- Have an excellent attendance and punctuality record during the last 3 years (defined as no more than 18 occasions of absence for personal illness, illness in the family or lateness during the last 3 years. A consecutive period of absence constitutes one occasion).
- Have no unsatisfactory documentation currently on file.
- Be a regularly appointed School District of Philadelphia teacher.

Application Procedure

Interested applicants should complete the linked Form by clicking here. The following documents should be completed before accessing the form, as they will need to be uploaded to submit the form.

- Letter of Intent: Candidates must specify the role and language for which they are applying, indicate how they meet the criteria, what they hope to gain from the experience, and their own experience with communicative approaches to language teaching.
- Resume indicating relevant experience and credentials

Please note: If candidates are equal, seniority will be used to make the final determination.