

THE SCHOOL DISTRICT OF PHILADELPHIA

Office Of Human Resources



Job Posting for Schools			
Job Title:	Curriculum Writer (Drafting)	Travel Required:	1 day - 2hr - for procedures and expectations
Department/Group:	Career and Technical Education	Grade level:	10 th – 12 th
Level/Salary Range:	Current EC Rate as per the PFT Contract	Position Type:	Part Time
Contact Person:	Renee Novello rnovello@philasd.org , Mark Marshall mimarshall@philasd.org Samuel Yun syun@philasd.org	Position duration:	March 2024 - June 2024
Allotted time:	Up to 80 hours per position duration	Posting Expires:	3/1/2023
Job Description:			
<p>Overview:</p> <p>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 drafting program. The goal of the position is to provide equity and access to all drafting 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.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • 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. 			

Date posted: May 2023

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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, Intern certification while currently enrolled in Temple education courses, 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

Compensation (EC) and documentation requirements:

The curriculum writing position will begin June and will end in November. The Culinary Curriculum Writer must attend an in-person meeting to review expectations regarding document formats and deliverables. All supporting documents must be submitted by the 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:

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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 Novello

Contact Phone: (215) 400-5599

Email: 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*

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CURRICULUM WRITING APPLICATION

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

Submission Deadline: June 15, 2023

AGREEMENT

1. I will attend a planning meeting with the Industry Development Specialist for the program and the Curriculum Specialist in regards to material formatting, general expectations, and content.
2. I will submit all learning guide drafts and corresponding materials according to the timeline TBA.
3. I will submit my *EC Attendance Log* in a timely manner and have it filled out properly according to project guidelines
4. I will adhere to the *EC Attendance Log* submission timeline

SIGNATURES

Your signature below indicates acknowledgment of the agreement and your commitment to the position

Signature of Applicant:

Employee ID#: