



Office of Human Resources

Job Postings for Schools for part-time

Employer Information

Assistant Induction Coordinator for Teacher Induction Program: Up to four (4) teachers, K to 12th grade will be hired to support the Induction Coordinators to manage operations and support professional learning for Induction (please see schedule of dates below).

Date of Request: March 15, 2024

The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction in order to convert to a Level II certificate. The Assistant Coordinator will support facilitators with mentoring teachers and provide best practices to support their professional growth as a mentor/facilitator.

This Assistant Coordinator position requires the selected teacher to contribute to the assigned cohort of the Induction Program by:

- Supporting the hiring process for Induction mentors.
- Participating in all facilitator development sessions and script reviews.
- Supporting the collection and reconciliation of attendance.
- Serving as an emergency facilitator if an emergency arises where the main facilitator is unable to.
- Troubleshooting participant problems during Induction sessions.
- Providing feedback on session content and materials.
- Providing informal feedback to facilitators on their delivery of content and sessions.
- Troubleshooting technology issues and supporting the set up of space and materials.

Job Responsibilities include, but are not limited to:

- Co-facilitate all after school script review sessions and PD sessions, paid at the contractual PD Leader rate.
- Facilitate professional development sessions on an emergency, as-needed basis, paid at the contractual PD Leader rate.
- Communicate promptly and proactively with the Office of Professional Learning and Induction Coordinators.
- Incorporate feedback from the Office of Professional Learning team and Induction Coordinators.
- Document use of time and submit documents in a timely manner.
- Facilitate new mentor orientation sessions to prepare new mentors for working with teachers and enhancing their professional development skills, paid at the contractual PD Leader rate.

All meetings and sessions will be held on Zoom.

Dates subject to change based on final 2024-2025 Academic Calendar.

Link [HERE](#) to view Calendar for Cohort 1 24-25 and Cohort 2 24-25

Minimum Requirements

Be a regularly appointed certified teacher in the School District of Philadelphia with a minimum of 6 years of teaching and a demonstrated knowledge of effective instruction and classroom management

AND

Demonstrate effective communication skills related to facilitating adult learning through professional development

AND

Served as an Induction facilitator at least one time for the SDP program within the past 3 years.



Specific Criteria

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1. Have an excellent attendance and punctuality record during the last three (3) years (defined as no more than eighteen occasions of absence for personal illness or lateness during the last three (3) years). A consecutive period of absence constitutes one occasion.
2. Have no unsatisfactory documentation currently on file.
3. Be a regularly appointed and certified teacher in the School District of Philadelphia.
4. Complete a performance task which will be graded using a rubric from the Office of Professional Learning. Should there be the same score between two applicants, seniority will be the final determining factor in hiring.

School: N/A

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies	Varies	Varies	

Hourly Rate: This is compensated at contractual rates. (Currently PD Leader Rate = \$50.33, EC Rate = \$41.07, and PD Participant Rate = \$30.33)

Benefits: No

Start date: April 22, 2024

End date: May 23, 2025

Office Requesting Announcement: Office of Professional Learning

Submit all application materials through [this](#) Google form. You will need the following documents:

1. A cover letter expressing interest in the position and describing your strengths as a professional development facilitator. Your response should be no more than two double-spaced pages.
2. Professional resume.
3. One letter of recommendation here from a current or previous SDP principal or assistant principal OR a novice teacher you have mentored who can elaborate on your experience and strengths as a professional development facilitator and mentor/coach to other teachers.
4. Respond to the following prompt in 1 double-spaced page:
 - a. Tell us about a time where you had to give an adult developmental feedback. How did you prepare to give the feedback, and what did you learn from the experience?

***Please Note:** Make sure all application documents are shared for others to “view.” Documents with restricted access will not be considered.

Deadline to apply: Friday, April 23, 2024 or until the needs of the district are met.

Contact Name: Office of Professional Learning

Contact Phone: 215-400-4280

Email: teacherinduction@philasd.org

This form is for the School District of Philadelphia *USE ONLY*