

Office of Human Resources

Job Postings for Schools for part-time

Employer Information

Teacher Mentor for New Teacher Induction Program: Up to forty-four (44) teachers, K to 12th grade will be hired to facilitate professional development (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. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers.

This teacher mentor position requires the selected teacher to contribute to the Induction Program by:

- Participating in all facilitator development sessions and script reviews.
- Facilitating 20 hours of professional development.
- Reviewing, assessing, and providing feedback on participant portfolios.

Job Responsibilities include, but are not limited to:

- Participate in all scheduled script review sessions, paid at the contractual PD participant rate.
- Prepare to facilitate professional development confidently on Zoom by internalizing content, personalizing presenter notes for the audience, and rehearsing facilitator moves.
- Facilitate 20 hours of professional development sessions, paid at the contractual PD leader rate.
- Communicate promptly and proactively with the Office of Professional Learning and Induction Coordinators.
- Implement feedback from the Office of Professional Learning team and Induction Coordinators.
- Document use of time and submit documents in a timely manner.
- Track participants' progress monthly and communicate it with Induction Coordinators
- Assess participant portfolios and provide feedback using a rubric provided by the Office of Professional Learning. Facilitators will be paid at the contractual EC rate for scoring of portfolios.
- Verify that each Induction participant has met all deadlines and portfolio criteria for successful completion of the Induction program.

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 teacher in the School District of Philadelphia with a PA Level II Instructional Certification.

AND

Demonstrate effective communication skills, strong understanding of best practices, and a commitment to culturally responsive pedagogy related to facilitating adult learning through professional development.

Specific Criteria

Specific Criteria

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 scored 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
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Hours:	Varies	Varies	Varies	Varies	Varies	Varies	
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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: June 25, 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. Select **one** of the following prompts to answer in 1 double-spaced page:
 - a. Tell us about a time you have facilitated professional learning (PLC, department meetings, staff PD, etc.) and things did not go as you had planned. What facilitator moves did you use in the moment and what was the impact of those moves?
 - b. If you are new to facilitation, tell us about a time your instruction did not go as planned. What teacher moves did you use in the moment and what was the impact of those moves?

***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@philadisd.org**

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