



Office of Human Resources

Job Postings for Schools for part-time

Employer Information

Co-Facilitator for New Hire Orientation: Up to twelve (12) K-12 teachers with preference given to those currently in the position of School Based Teacher Leader (SBTL) will be hired to facilitate professional development during the August New Hire Orientation program (please see schedule below).

Date of Request: March 15, 2024

New Hire Orientation prepares new teachers to the district for a successful start to the school year. It creates a sense of belonging in SDP and excitement about serving the students of Philadelphia. NHO provides differentiated development to begin building and refining the knowledge, skills, and mindsets to: 1) Access and utilize necessary SDP systems and ongoing professional development support. 2) Create a joyful, equitable, and rigorous classroom community that provides access to grade-appropriate learning using SDP curricular materials. 3) Build a network of supportive, professional relationships.

The Office of Professional Learning is seeking exemplary teachers currently working in the School District of Philadelphia to welcome new colleagues to the district by co-facilitating timely and transformational professional learning experiences.

Job Responsibilities include, but are not limited to:

- Participate in all scheduled script review sessions, paid at the contractual PD participant rate.
- Participate in all facilitator preparation sessions during NHO Prep Week, paid at the contractual EC rate.
- Prepare to facilitate professional development confidently by internalizing content.
- Co-facilitate approximately 20 hours of professional development sessions, paid at the contractual PD leader rate.
- Communicate promptly and proactively with the Office of Professional Learning and New Hire Orientation team.
- Implement feedback from the Office of Professional Learning team and New Hire Orientation team.
- Document use of time and submit documents in a timely manner.

Schedule: Participation is required for all of the following dates.

Script Reviews: June 18, 10:00-12:00 and 1:00-3:00 pm, held on Zoom

Facilitator Development Sessions (NHO Prep Week):

- August 1 and 2, 8:30am-3:30pm at 440 N. Broad St.
- August 5 and 6, 8:30am-3:30pm at School of the Future

Sessions (New Hire Orientation Week): August 8, 9, 12, and 13, 9:00am - 3:45pm, at School of the Future

Minimum Requirements



Be a regularly appointed teacher in the School District of Philadelphia with a PA Level II Instructional Certification, with preference given to those currently in the position of School Based Teacher Leadet.

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

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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 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
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: June 15, 2024

End date: August 13, 2024

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 teacher you have mentored who can elaborate on your experience and strengths as a professional development facilitator and mentor/coach to other teachers.
4. Answer the following prompt in 1-2 double-spaced pages:
Imagine a scenario in which a participant raises their hand during a session and says, "I heard my school is one of the tough ones and the district curriculum doesn't work there." How would you respond?

***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: orientation@philasd.org

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