



Office of Human Resources

Job Postings for Schools for Part-Time or EC

Employment Information

Job Title: Teacher Mentor for SY 2024-2025

Date Requested: March 15, 2024

Summary

The Teacher Mentor Program (TMP) is designed to support the professional needs of early career teachers (Years 0-3) who are not receiving coaching support through the Office of Professional Learning. The purpose of TMP is to establish mentoring relationships between experienced and diverse educators and early career professionals in order to improve teacher effectiveness, retention, and student achievement. TMP Mentors are matched with Mentees by content area, specialty, and/or grade level. TMP virtual mentoring sessions are driven by mentee's identified needs, are flexible, and serve the whole person, with the goal of helping teachers navigate the complexities of teaching and reaching all students in all schools.

TMP is prioritizing hiring School District of Philadelphia educators and staff who have at least 3 years experience and possess a current PA Level II Certification in the following content areas/grade bands.

- Speech Language Pathologists, Teachers of the Deaf and Hard of Hearing, and Teachers of the Visually Impaired
- K-12 Special Education
- K-12 ESOL
- 7-12 World Languages
- K-12 Art, Music, Computer Literacy
- 9-12 CTE
- K-12 Health and PE
- Other content areas/grade bands hired as needed

***Please note:** Teachers of grade bands / content areas not listed above are welcome to apply. Those applications will be considered and an eligibility list will be maintained.

Essential Functions & Expectations

Job Responsibilities include, but are not limited to:

- Participate in all monthly TMP PD sessions, paid at the contractual PD participant rate.
- Attend a one-time 30-minute Mentor Activation PD on Zoom when assigned a new Mentee, paid at the contractual PD participant rate.
- Facilitate individualized mentoring meetings (virtual or in person) to provide support, resources, and strategies that enable educators to create inclusive, productive, and successful learning environments in order to increase teacher retention and student achievement.
- Use a supportive and collaborative approach to mentoring teachers based on mentee identified areas of growth.
- Schedule up to 3 hours of mentoring meetings per month virtually for each assigned Mentee (three 60 minute sessions or six 30 minute sessions). Mentors will be compensated at the contractual PD Leader Rate of \$50.33/hour.
- Schedule mentoring meetings before/after contractual hours, Monday-Friday, for Mentors to be eligible for compensation.
- Follow SDP payment protocols for providing digital Google Attendance forms in order to be eligible for payment.
- ***Please Note:** Because the TMP is OPTIONAL for Mentees, the number of teachers who sign up each month is different. Receiving a mentee is not guaranteed. Hired mentors may not receive a mentee assignment right away, or at all, and may not be assigned a mentee that is in their specific grade band or content area. Mentors may be assigned up to 2 mentees as needed.

Minimum Requirements

- Be a regularly appointed educator in the School District of Philadelphia with a PA Level II Instructional Certification.
- Demonstrate effective communication skills, strong understanding of best practices, and a commitment to culturally responsive pedagogy related to facilitating adult learning through professional development.
- Available to lead mentoring meetings before/after contractual hours.

Specific Criteria

- 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 years). A consecutive period of absence constitutes one occasion.
- Have no unsatisfactory documentation currently on file.
- Be a regularly appointed and certified educator in the School District of Philadelphia.
- Complete a performance task/interview 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: None (Virtual)

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours: <i>Mentoring meetings occur outside of contractual work hours to be considered for payment.</i>	Attend 8 60-minute Mentor Monthly PD Sessions via ZOOM (September-May) (4:30-5:30 pm - PD Participant Rate: \$30.33/hr) Attend one 30-minute Mentor Activation PD via ZOOM when assigned a new mentee. (Receiving a mentee is not guaranteed) (5:30-6:00 pm - PD participant Rate: \$30.33/hr) Lead up to three 60-minute or six 30-min mentoring sessions per month for each assigned mentee outside of contractual hrs. (Facilitator Rate: \$50.33/hr)					N/A	N/A

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

Benefits: none

Position Start date: September 1st, 2024

Position End date: May 31st, 2025

Office Requesting Announcement: Office of Professional Learning

Application Instructions

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 mentor of novice teachers. 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 mentor/coach to other teachers.
4. Select **one** of the following prompts to answer in 1-2 double-spaced pages:
 - a. *What teacher actions and resources would you recommend to an early career teacher in order to create an inclusive and culturally responsive learning community?*
 - b. *Tell us about your experience working with people of diverse cultures and backgrounds. Think of a time you experienced a challenge. What was difficult about it and what strategies did you use to address those difficulties?*

***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.

After the initial application review, applicants who meet the criteria listed above will be invited to move forward to a live performance task/interview over Zoom before final decisions are made.

Candidates will be selected in accordance with Article XVII.C.1 of the agreement between the School District and the Philadelphia Federation of Teachers.

Contact Name: Office of Professional Learning

Contact Phone:
215-400-4280

Email:
teachermentor@philasd.org

Questions about the program or the process? Please email teachermentor@philasd.org