The School District of Philadelphia
Office of Curriculum and Instruction
Grades 7-8, English 1, English 2, English 3, English 4 ELA Tutoring
Grades 7-8, Algebra I, Algebra II, and Geometry Math Tutoring
Job Summary

Essential Functions

The Office of Curriculum and Instruction (OCI) is seeking high-qualified English Language Arts (ELA) and Math Grades 7-8, and High School Teachers that are willing, and able, if needed, to tutor students that are eligible in English and Math.   The number of teachers needed for tutoring will be determined on February 5, 2021, and OCI will notify you based on qualifications. Teachers will be assigned to no more than 40 students and will work with no more than 20 students per tutoring session. Tutoring will take place Tuesday and Thursday from 4:00 PM - 6:15 PM. Tutoring sessions will be 60 minutes long with a 15-minute break in between. Compensation will not be given for break time.

- Tutoring Session 1: 4:00 PM - 5:00 PM
- Tutoring Session 2: 5:15 PM - 6:15 PM

Tutoring teachers will receive information regarding each student's needs, during the week of training. Being selected means that you will be added to our database and may be contacted to tutor. We will do our best to assign teachers to the grade or subject they are currently teaching.

Your role as a tutor might include the following:

- Complete Tutoring Block
- Assess the student
- Track attendance - Monitor/submit
- Create Google Folder per student to add and share assignments
- Monitor Progress
- Send monthly progress report to the student and teacher
- Send final progress report to student and teacher

If students do not attend tutoring you will not be compensated for your time.

Please read the content essential duties and responsibilities carefully before commitment. The timeline for this project is:
- Training start date - week of February 8, 2021 - Dates and Times TBD
- Teachers will have weekly virtual common planning time, on Monday afternoon from 4:00 PM - 5:00 PM with OCI ELA or Math content team beginning Monday, February 22, 2021
- Tutoring start date - Tuesday, February 23, 2021 - Thursday, May 13, 2021
- Additional PD may be needed during the program and teachers will be compensated at the PD rate per hour.

Essential Duties and Responsibilities vary by content and grade level. *Training rate $29.45 per hour; EC rate $39.87 per hour*

English Language Arts (ELA) (Grades 7, 8, English 1, English 2, English 3, and English 4 teachers ONLY)
- Determine key skills and requirements for teacher profile
- Using grade-level complex texts, provide students with access and strategies to analyze texts.
- Scaffold and differentiate instruction based on student needs.
- Use the curricular resources and documents (i.e. quarters-at-a-glance) to provide students with tutoring aligned to core instruction.
- Fluency with tech tools (i.e. Zoom, google classroom).
- Communicates effectively with all stakeholders (i.e. students, parents, teachers).
- Build a positive rapport with students from across the district to motivate and engage them with the content in order to close the achievement gap.

Math (Grades 7, 8, Algebra I, Algebra II, and Geometry teachers ONLY)

- Determine key skills and requirements for teacher profile
- Use Core Resources (Math Expressions, Savvas, and Big Ideas) to provide grade-level instructional support.
- Provide differentiation strategies and "just in time" scaffolding to students to provide access to the grade-level content.
- Provide instruction following the Common Core State Standards
- Use the curricular resources, quarters-at-a-glance, to facilitate instruction during tutoring sessions.
- Be fluent with technology tools such as Zoom, Google Meet, Google Classroom, Smart Learning Suite Online, Desmos (i.e. Zoom, google classroom).
- Communicates effectively and frequently with all stakeholders (i.e. students, parents, teachers).
- Build a positive rapport with students from across the district to motivate and engage them with the content in order to close the achievement gap.

Requirements for content areas, in addition to content-specific responsibilities:

Required Experience:

- Applicants are required to possess a valid PA teaching certificate.
- Have a minimum of 3 years of experience as a classroom teacher of the grade band(s) and language specified.
- Committing to all deliverables and deadlines.
- Demonstrate effective communication skills, and display the ability to function as a constructive team member when working with peers and administrators.
- Be a regularly appointed teacher in the School District of Philadelphia.

- No unsatisfactory documents in the applicant's personnel file from the past 18 months.
- An excellent record of attendance and punctuality during the last three (3) years (defined as no more than 18 occasions of personal illness, excluding one extended period of illness).

Preferred experience:
- Previous experience with lesson and unit planning.
- Prior experience in tutoring.

Application Procedure

Interested applicants should submit the following to **click HERE. The deadline for applications is Friday, January 29, 2021**
- Resume
- Recommendation from Principal or Assistant Principal
- ELA and Math, questions should be submitted to curriculum@philasd.org. Please do not directly contact any of the content teams listed above about the position.