



WPWP Co-Director Position: The Western Pennsylvania Writing Project seeks a WPWP fellow to serve as the co-director. The co-director will work closely with the site director and members of the WPWP Leadership team. The co-director will participate in the work of establishing goals, developing continuity opportunities, fostering teacher leadership, and promoting and evaluating the work of the site.

Responsibilities

The co-director will perform a variety of duties throughout the year, some predictable and specific, others as needed. The total time commitment of the co-director is variable but in the neighborhood of 15 hours a month in the fall, winter and spring with intensive hours (roughly 175) in the summer. The responsibilities include the following activities:

- Promoting the NWP model of effective professional development
- Participating in scheduled meetings with WPWP Leadership
- Representing the WPWP at the NWP Annual Meetings, the Pennsylvania Writing Project Network, and other events
- Coordinating and assisting in the implementation of Western Pennsylvania Writing Project programs and events and participating in as many as possible.
- Assisting and advising the site director on matters of policy, planning, and budget
- Assisting the site director in preparing the annual budget and Continuing Funding Application to the National Writing Project
- Assisting the site director in the recruitment of teachers for the Summer Institute for Teachers
- Co-teaching the Summer Institute for Teachers in July 2011

Qualifications

Candidates for the co-director position must be fellows of the Western Pennsylvania Writing Project. A history of participating effectively in Western Pennsylvania Writing Project leadership activities is critical, as is a strong interest in sustaining and developing the site. The co-director must have a record of success in working well with K-12 teachers and schools in western Pennsylvania.

Compensation

The co-director will receive a stipend of \$9,000, payable in three installments of 3,000 dollars in December 2010, March 2011, and July 2011. In addition, the co-director's travel expenses to the NWP annual meeting in November and the spring meeting in March will be covered.

Selection Process

Applications and nominations for the co-director position are due by July 30, 2010. Each candidate should submit a letter of interest and a resume indicating Western Pennsylvania Writing Project involvement. The site director, a committee of WPWP fellows, and faculty from the School of Education, will review candidates. Upon recommendation, the co-director may serve for more than one year, but will not serve for more than three consecutive years.