



WPWP Inservice Coordinator: The Western Pennsylvania Writing Project seeks a WPWP fellow to serve as the inservice coordinator. The inservice coordinator will work closely with the site director and members of the WPWP Leadership Team to develop and coordinate inservice programs that enact the NWP model of effective professional development.

Responsibilities

The Inservice coordinator will serve as a liaison between the WPWP and school districts. Specific responsibilities include:

- Working with the site director and WPWP leadership to design appropriate inservice programs and formats
- Contacting schools (administrators and curriculum coordinators)
- Meeting with administrators and curriculum coordinators to plan and implement inservice
- Matching qualified teacher consultants with inservice programs
- Planning and debriefing with teacher consultants leading programs and workshops
- Following up with schools after inservice programs
- Administering evaluations for all inservice
- Serving on the WPWP Leadership Team

Qualifications

Candidates for inservice coordinator must be fellows of the Western Pennsylvania Writing Project. A history of participating in professional development for the Western Pennsylvania Writing Project is critical, as is a strong interest in developing quality professional development for the site.

Compensation

The inservice coordinator will receive a base stipend of \$1,000, payable in two installments of \$500 in December 2010 March and April 2011. In addition, the inservice coordinator will receive a management fee for each school-based professional development contract that is secured. Fees for each contract will depend on the size of the contract but typically range from \$250 to \$1000.

Selection Process

Applications for the inservice coordinator position are due by August 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 inservice coordinator may serve for more than one year, but will not serve for more than three consecutive years.