

Thank you for thinking about working for Ordinal Worlds at the Start-Up Summer School.

(All information in this packet is subject to change.)



Please read the application guidebook in the pages that follow before submitting your job application at www.ordinalworlds.com/employment

Application opens May 27th

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Available Job Positions

There are three job positions at this time: **Summer School Teacher, Summer School Nurse, and Summer School Dean.**

I. Summer School Teacher

If you are a Summer School Teacher, it is possible you are NOT the teacher of record for the class. In other words, two teachers may be assigned to teach (hypothetically) 9th grade English. A certified teacher may be one such teacher and an instructional assistant (IA) may be the second such teacher. In such a circumstance, both teachers are paid the same, but the certified teacher will be the teacher of record.

As a Summer School Teacher, we will do our best to assign you a content area and grade-level you are comfortable with. However, due to student credit recovery needs, you may be assigned to a content area and grade-level you are not experienced in.

Due to the unique challenges of operating a summer school, we may not know the final size of the summer school student body until days before the first day of summer school. Given this, there is a risk that your teaching assignment will change days (even hours) before the first day of summer school. It may also change during the month of July.

Furthermore, there is a chance we may collapse/eliminate your teaching position and (instead) assign you tasks that traditionally fall to a dean, administrator, guidance counselor, crisis counselor or secretary. If such a situation occurs, your pay will not change.

Summer School staff must complete a daily gradebook and provide daily grading and feedback.

As of May 27th, we are looking for the equivalent of 25 full-time teachers (or 50 part-time teachers.)

Applications will begin to be reviewed on June 3, 2022 and we will close the application as soon as all positions are filled.

I. Summer School Nurse

The more successful the Start-Up Summer School, the easier the job of the school nurse. The Board of Directors of Ordinal Worlds will be doing its absolute best to make sure students spend the least amount of time being anywhere other than their classroom. It is our hope that the nurse's office is as close to empty as possible. Given this, the primary role of the school nurses will be as follows:

- 1) Accepting teacher referrals for a possibly "sick" student. (In such a case, the school nurse should quickly send the student back to class or send the student home)
- 2) Accepting teacher referrals for intoxicated/non-sober students. (If such a student is deemed as such, he/she should be sent home immediately.)
- 3) Testing for COVID
- 4) Providing general medical advice for students who may be pregnant, injured or identified in needing medical attention
- 5) Serving as a first-responder to any onsite situation during the course of summer school

Only one school nurse will be needed for each block of summer school, outlined below:

Block	Time	Location
Morning	8am to 12pm	Aspira Main Campus (4322 N 5 th St)
Afternoon	12pm to 4pm	Aspira Main Campus (4322 N 5 th St)
Evening	6pm to 10pm	Counter Culture, 514 South Street

II. Summer School Dean

The Summer School Dean will have a very unique set of expectations. During the morning block and afternoon block, the Dean will address any hallway or classroom culture issues to promote learning. The Summer School Dean may hold detention or issue community service hours, but most likely misbehaving students will simply be sent home and removed from summer school. The Summer School Dean will also check-in with internship providers, and even originate internship agreements, during the evening block.

Basic Employment Information

An official Staff Handbook will be provided during professional development in which the following items below will be finalized or further clarified:

1. All staff will be "employees," subject to payroll taxes.
2. As an "employee" in the state of Pennsylvania and within the United States, you do NOT have proprietary or intellectual property rights over the materials you will create and use over summer school.
 - i. That being said, you are welcome to keep, alter, and adapt whatever resources you create for future use for whatever purposes you want.
 - ii. If, however, you see any summer school material with the Ordinal Worlds trademark, such artifacts belong to Ordinal Worlds. (You should expect to see many of the resources you create over the summer adapted or altered this summer or after this summer with the trademark added.)
 - To clarify i and ii above: Let's say, you make 5 amazing math worksheets over the course of summer school. Ordinal Worlds may add their trademark and use those math worksheets for future classes. In such a situation, you are allowed to change and alter those 5 amazing math worksheets and use them for your own purposes after summer school.
3. All staff will be "at will employees," meaning that termination can come at any time for any reason deemed fit by Ordinal Worlds.
 - Given teacher shortages across the country, Ordinal Worlds hopes every single employee we hire will continue to be employees year after year. However, if Ordinal Worlds becomes doubtful of your ability to execute your job effectively, you can be terminated immediately.
4. All staff are, of course, entitled to all employee rights under state and federal law. But, we will have a very strict staff disciplinary system. It is very likely you will be given one verbal warning before termination. (Summer school is so short that we do not have time to tolerate unsuccessful employees.)

5. There will be 4 Professional Development Days (Monday, June 27 - Thursday, June 30th). Mostly likely the Professional Development Days will be at Olney Charter High School, but they may be at Aspira Main Campus (4322 N 5th Street). They will be from 8am to 12pm

6. Most likely, all summer school classes (and thus the job location) will be at Aspira Main Campus (4322 N 5th Street). If things change, such as the use of the Olney Charter High School building, you will be notified.

Pay, Compensation, and Contract

As of now, all employees will be paid \$40 an hour, pre-tax. Ordinal Worlds wants to make an inclusive environment where all staff feel respected. We believe \$40 to be above "fair market rate" across the City of Philadelphia.

No employee is eligible for retirement plan contributions, health insurance or fringe benefits outside the \$40 an hour rate.

Ordinal Worlds will issue an individualized contract to each accepted applicant to define the terms of employment.

Contracts will be given between June 13th and June 30th.

Contracts will only be issued after a hired employee has successfully submitted all mandatory clearances via email to info@ordinalworlds.com It is up to the applicant to obtain and pay for all necessary clearances. The applicant will NOT be reimbursed for such expenses. The clearances are:

- 1) FBI Fingerprinting
- 2) Child Abuse Clearance
- 3) Pennsylvania Criminal Background

Future information on how to obtain these clearances will most likely be provided after the application window has closed.

How your Job Application Will be "Graded"

As stated on the first page of this document, you must complete and submit your application by going to www.ordinalworlds.com/employment

Your application will be judged almost entirely by the quality of your responses. Correct grammar and thorough detail in answers will suggest to Ordinal Worlds that you are eager to work for us, and we should strongly consider your candidacy. Cliché, trite, overly short, and grammatically incorrect responses suggest to us that you do not take the Start-Up Summer School seriously and, thus, you may not be a successful staff member.

Additionally, we value experience. Thus, it is advantageous to mention previous school-based teaching or teaching-related experiences in your application. Please do NOT assume the reviewer of your application knows who you are, what your work history is, or anything about you. When you complete your job application, it is best to operate under the assumption that your application is being reviewed by someone who you've never met before.

While Ordinal Worlds may rely on information from ASPIRA INC OF PA or previous employers to determine the quality of your candidacy, it is unlikely. Given that summer school will require a balance of autonomy and following directives in such a fast-paced way, your quality of answers will be most important. You should, however, mention such strengths and weaknesses in your job application. There are certainly exceptions to this where a candidate's overly negative or positive job history may supersede the quality of the application.

Strong favor will be given to candidates who can work 8 hours a day and miss the least (or zero) days of summer school.

Additional work may be offered to exemplary staff members for the first two weeks of August based on the staff members' job performance during the month of July.

Tentative Calendar



July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Teacher and staff training, 8am to 12pm	28 Teacher and staff training, 8am to 12pm	29 Teacher and staff training, 8am to 12pm	30 Teacher and staff training, 8am to 12pm	1	2 Summer School Orientation (UNPAID and OPTIONAL)
3 Summer School Orientation (UNPAID and OPTIONAL)	4 Independence Day Summer School Orientation (UNPAID and OPTIONAL)	5 Day 1	6 Day 2	7 Day 3	8 No school; building closed	9
10	11 Day 4	12 Day 5	13 Day 6	14 Day 7	15 Day 8	16
17	18 Day 9	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23
24	25 Day 14	26 Day 15	27 Day 16	28 Day 17	29 Day 18	30



Basic Student Expectations

Ordinal Worlds is committed to making the Start-Up Summer School the most rigorous summer program in the City of Philadelphia.

As a result, we are expecting 25% to 50% of all enrolled students to either drop-out, be removed, or not achieve any/some of their desired academic credit.

Given the importance of holding an exceptionally high academic and behavioral bar for students, all staff will be expected to adhere to all Basic Student Expectations. An incomplete list is presented below:

1. One lateness to class = $\frac{1}{2}$ an absence
2. 2 absences = removal from that summer school class or program
 - a. Whatever academic credit is earned at that time, is what will be assigned. For example: Assume a student has an A+ grade in Algebra I but incurs a second absence by July 22nd. That student will be removed from class but may end up passing with a C- (zeros will be assigned for July 22, 23, 24 and 25.) If that same student had a B- by the second absence on July 22nd, that student most likely will NOT recover credit.
3. Fighting, intoxication, bullying, or cutting class is an automatic removal from summer school. (A student who cannot adhere to our expectations for just 19 summer school days, then they do not deserve the opportunities we are providing them.)
4. Bringing textbooks and binders/notebooks to school every day. We will provide these resources to students, and a student who comes "unprepared" will likely receive zero credit for the day.

COVID Policy

Ordinal Worlds COVID policy will be subject to the policy of the school of record. In this case, it is ASPIRA INC of PA or Cyber Bilingual Academy, whose building(s) we will be using for programing.

Ordinal Worlds will express its desired and ideal COVID Policy to the school of record.

Staff members will likely NOT have any influence on the COVID Policy. Staff members are allowed to offer their opinion about the matter in a professional manner if so inclined, and such an opinion may be taken under consideration. Staff member input on the COVID policy, however, will likely not be solicited. If staff members continue to make requests pertaining to a change in COVID Policy after being told to cease from future suggestions, then disciplinary action may be taken.

Staff will NOT be compensated for any missed day of summer school, even if they have been exposed to COVID or contract the disease/infection.

Ordinal Worlds will work to get "consent to test" exposed students on file for 100% of the student body. In other words, we hope to provide immediate COVID infection tests to all students.

Ordinal Worlds will have ample cleaning and sanitization materials available at all times. Staff members are welcome to wear a mask if they so choose. Staff members may criticize the Ordinal Worlds COVID policy privately, but they must not do so in front of students.