

Making Cents PA “FinLit Ambassadors”

Goals:

- Develop a network of highly-qualified educators throughout the Commonwealth who can inspire, support, and cultivate PK- 12 financial education efforts. Known as the Making Cents PA Financial Literacy Ambassadors (or FinLit Ambassadors for short), this educator team will develop ongoing peer-to-peer learning and mentorship opportunities for fellow educators. Taking advantage of social media and other online tools, they will collaboratively build and promote virtual professional learning communities (PLCs) where teachers can learn about and share best practices, course models, and classroom tools based on Pennsylvania academic standards. FinLit Ambassadors will also be available to conduct professional development sessions for school districts, intermediate units, education associations, and others.

Qualifications:

- Experience:
 - Current or past PA teacher certification including business, computers, and information technology (BCIT); elementary; family and consumer sciences (FCS); math; or social studies (retirees and other educators that recently left the classroom will be considered) and
 - At least three years of teaching experience including at least one year spent teaching personal finance topics.
- Knowledge of:
 - Financial literacy topics including budgeting, earning income, saving, managing credit, using financial institutions, and protecting finances from risk and
 - Pennsylvania academic standards including BCIT, career education and work, economics, FCS, and mathematics.
- Comfort using:
 - Online tools such as Google Drive and Google Classroom and
 - Social media platforms such as Facebook, Twitter, and Pinterest (use of social media for professional purposes preferred but not required).
- Ability to:
 - Align and/or adapt materials to meet PA academic standards;
 - Plan and deliver teacher professional development;
 - Confidently present to audiences including fellow educators and administrators; and
 - Work independently and/or collaboratively both in-person and virtually with other FinLit Ambassadors.
- Other:
 - Support of school administration, if applicable;
 - Available to participate in pre-scheduled evening and weekend work sessions (most sessions will be conducted online); and
 - Passion for educating youth to be smart consumers!

Scope of Work:

- Dedicate approximately 5 - 10 hours a month to FinLit ambassador duties
- Participate in FinLit Ambassador Training Sessions in spring and early summer 2019 (specific dates TBA)
- Actively participate in the Making Cents PA Facebook group by posting valuable information and promoting constructive dialogue between group members
- Provide two online professional development opportunities each semester:
 - Facilitate one 3-5 person online professional learning community which will meet once a week for as many weeks as there are participants. Provide participants with constructive feedback at their request.
 - Present an online session (live or recorded) on a specific topic in financial education (e.g. instructional best practices, online tools, book club reviews, lesson plans resources, or special guest speaker events)
- Extend offers for professional development presentations to local Intermediate Units and school districts and conduct sessions when requested
- Assist with the design and development of engaging social media content and professional development programming
- Assist in recruiting efforts for teacher participation in Making Cents PA programs and social media efforts (such as leveraging local IU, membership in organizations like the FBLA, FCCLA, DECA etc.)
- Assist in ongoing needs assessments and contribute to the improvement and development of processes, good practices, and outcomes.
- Assist with maintaining records on professional development activities and participation including Act 48 hours eligibility, as appropriate.

Compensation

- \$2,500 from May 2019 - June 2020 paid in installments of \$500 as follows: May 2019, June 2019, upon execution of the contract between the Pennsylvania Department of Education (PDE) and the Pennsylvania State University (PSU) contract (usually in October or November), January 2020, June 2020
- Stipend will be provided by the Pennsylvania State University and will be subject to taxes. FinLit Ambassadors will be expected to complete paperwork from PSU in order to receive compensation. PSU will issue an IRS Form 1099 to each FinLit Ambassador for each tax year (2019 and 2020).
- Reimbursement for travel expenses (must be pre-approved by the program director)
- Reimbursement to the school district for a substitute, if needed, to accomplish scope of work

Selection Process

Individuals interested in applying to become a FinLit Ambassador must submit a letter of interest and resume to Making Cents PA Program Director, Hilary Hunt (hilary@makingcentspa.org), **by April 29, 2019**. The letter should clearly indicate the candidate's qualifications and reasons for interest. If available, feel free to include examples of financial education, social media, or professional development experience. All candidates will be contacted. Online interviews will be conducted with promising candidates. Ambassadors may be selected on a rolling basis. Geographic representation will be considered in addition to qualifications.