



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



SAMPLE: PITTSBURGH SITE LEADERSHIP APPLICATION

For more information on the importance of a coordinated approach to hiring and tips for effectively using leadership team applications, review Pittsburgh Site Leadership Application Guidance.

Pittsburgh Public Schools program leaders use the Site Leadership Application to recruit and screen candidates for site-level leadership positions, including site director, operations manager, operations assistant, curriculum coach, activity specialist, and behavior specialist. The application streamlines the hiring process across sites and ensures parity of experience and qualifications for key positions.



Summer Dreamers Academy 2015 Camp Leadership Team Application

The link to the online Camp Leadership Team application is highlighted at the end of each position posting. Position postings are available on the staffing section of the Summer Dreamers Academy website - www.pps.k12.pa.us/summercamp. You can also access the application directly at <http://surveyfactory.net/s/866/2015CLTAPP>.

A short survey gathers personal information (name, phone number, e-mail address, etc.), a basic professional profile (current employer, current position, certifications, etc.), and position and site preferences.

Required Materials

All applicants are also required to submit a resume and written responses to the application questions for the position(s) to which they are applying. These two required components should be combined into a single document (MS Word Document or PDF) and uploaded through the online application.

1. Resume

Please submit a resume that highlights your qualifications for the role(s) to which you are applying. The selection committee is particularly interested in learning about the responsibilities that you have in your current position, your experience working with K-8 youth, and any leadership roles that you have held. Please limit your resume to two pages.

2. Position-Specific Application Questions

The selection committee is interested in learning what about the Summer Dreamers Academy program interests you, and how you might approach some of the day-to-day responsibilities of a Summer Dreamers Academy Camp Leadership Team role.

The first application question is identical for all positions. The second application question is specific to the Camp Leadership Team role(s) to which you are applying. If you are applying for one Camp Leadership Team role, please respond to the corresponding position-specific question, and limit your responses to two pages.

If you are applying to more than one Camp Leadership Team role, please respond to EACH OF the corresponding position-specific questions, and limit your responses to one page per question.

- **Question #1** – Why are you interested in joining the Camp Leadership Team of the Summer Dreamers Academy?

- **Question #2** – Position-specific depending on the role(s) to which you are applying, see below: (if you are applying to more than one position, please answer the questions for ALL positions for which you would like to be considered)

****CAMP DIRECTOR:** Two key responsibilities of the Camp Director are to establish a positive culture of fun and learning for campers and staff, and to ensure that campers have a safe and productive experience at camp.

- If you are a new applicant for the role of CAMP DIRECTOR please describe 3 – 5 strategies that you would use to promote and sustain a strong positive culture at your camp site while also holding campers and staff responsible for adhering to important policies and procedures. Please be as detailed as possible.
- If you are a returning applicant for the role of CAMP DIRECTOR, please describe a strategy that you implemented in a past year. Explain what you would do the same, and what you would do differently with respect to promoting and sustaining a strong positive culture at your camp site.

****CURRICULUM COACHES:** Effective implementation of the Summer Dreamers Academy academic curriculum is imperative in order for the program to achieve results and mitigate the effects of summer learning loss.

- If you are a new applicant for the role of CURRICULUM COACH, please describe 3 – 5 strategies that you would use to execute professional development for teachers and staff, in order to prepare them to successfully deliver daily lessons. Your response should include specific information related to the coaching position for which you are applying. Please be as detailed as possible.
- If you are returning applicant for the role of CURRICULUM COACH, please describe a strategy that you implemented in a past year. Explain what you would do the same, and what you would do differently with respect to supporting teachers during camp.

****ACTIVITY SPECIALIST:** A hallmark of the Summer Dreamers Academy are the unique, high quality activities that campers participate in daily. These activities vary widely and offer campers the opportunity to develop a new passion while strengthening their academic skills outside of a traditional classroom setting.

- If you are a new applicant for the role of ACTIVITIES SPECIALIST, please describe 3 - 5 strategies that you would use to support activity provider partners with authentically incorporating writing in to daily activity sessions. Please be as detailed as possible.
- If you are returning applicant for the role of ACTIVITIES SPECIALIST, please describe a strategy that you implemented in a past year. Explain what you would do the same, and what you would do differently with respect to supporting activities provider partners.

****DREAM COACH (BEHAVIOR SPECIALIST):** Summer Dreamers utilizes positive behavioral interventions and supports to promote positive behaviors and recognize and reward campers for appropriate behaviors at camp. A goal of the program is to maintain discipline while minimizing suspensions and expulsions. The DREAM coach will create site-specific behavior management plans and oversee behavior at a camp site.

- If you are a new applicant for the role of DREAM COACH, please describe 3 – 5 strategies that you would use to ensure that behavior management was handled effectively at your camp site. Please be as detailed as possible.
- If you are returning applicant for the role of DREAM COACH, please describe a strategy that you implemented in a past year. Explain what you would do the same, and what you would do differently with respect to effectively managing behavior at camp.

****CAMP OPERATIONS MANAGERS (SITE BASED AND CENTRAL OFFICE):** As a five week program, Summer Dreamers must ensure smooth operations and promote high attendance in order to maximize our limited time with campers. The Camp Operations Manager will work closely with two site-based Operations Assistants and will be responsible for overseeing operations, logistics, attendance, and parent engagement during camp.

- If you are applying for a SITE BASED CAMP OPERATIONS MANAGER position, please describe 3 – 5 strategies that you would use to ensure that the operations team at your camp site was coordinated with respect to promoting high camper attendance during camp. Please be as detailed as possible.
- If you are applying for the CENTRAL OFFICE CAMP OPERATIONS MANAGER position, please describe 3 – 5 strategies that you would use to ensure that you effectively coordinated with the operations team at each camp site with respect to promoting high camper attendance during camp. Please be as detailed as possible.

****CAMP OPERATIONS ASSISTANT I, ATTENDANCE & DATA:** Summer Dreamers Academy campers cannot benefit from the program if they do not attend regularly. The Camp Operations Assistant I, Attendance & Data will be responsible for maintaining camp site attendance and coordinating outreach (along with others) to ensure high attendance rates for approximately 500 campers.

- Please describe 3 – 5 strategies that you would use to disseminate camper attendance data to others in order to maintain high attendance rates among campers at your site. Please be as detailed as possible.

****CAMP OPERATIONS ASSISTANT II, OPERATIONS AND LOGISTICS:** Summer Dreamers has historically struggled with maintaining high attendance during camp. The Camp Operations Assistant II will be responsible (along with others) for creating and distributing attendance awards and incentives, as well as engaging in parent outreach.

- Please describe 3 – 5 strategies that you would use to develop and disseminate awards or incentives as a way to promote and maintain high attendance rates among campers at your site. Please be as detailed as possible.

Please combine your resume and responses into one document (MS Word or PDF) and name the combined document with the convention LASTNAME.FIRSTNAME.DATE. Attach this document before hitting submit.