



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
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GUIDANCE FOR SAMPLE: **PITTSBURGH SITE LEADERSHIP HANDBOOK**

This document provides guidance on how to use the Pittsburgh Site Leadership Handbook sample available in the Summer Learning Toolkit. You can also access the sample in the Staffing and Professional Development section of the Toolkit.

What is the *PITTSBURGH SITE LEADERSHIP HANDBOOK* sample and how can you use it?

Developed by Pittsburgh Public Schools (Summer B.O.O.S.T., formerly Summer Dreamers Academy), the Pittsburgh Site Leadership Handbook is a resource for staff shared during the program's three-day professional development kick-off, held annually in the spring. The guide orients staff to the program's mission, vision, program schedule, and leadership teams and includes a breakdown of position-specific roles and responsibilities. Additionally, the guide features the training schedule and agenda.

Why are staff handbooks important?

While a handbook alone is not sufficient pre-service training, it provides standard reference material for all staff on roles and responsibilities and introduces or reinforces the culture and priorities of the program. RAND recommends that districts provide training prior to the program that clearly articulates the goals of the program and emphasizes key factors including: site logistics, site climate, student attendance, use of instructional time, quality of academic and enrichment instruction, and adult engagement with students throughout the day. RAND also recommends that districts expect site leaders to develop clear roles and responsibilities for staff, including who monitors meals, leads classes, and manages transitions, while communicating a clear, positive message of their summer site culture to staff.

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders

Tips for effectively using staff handbooks

- Complement the handbook content with collaborative planning opportunities that allow site leaders to work on specific aspects of their program. The Pittsburgh Public Schools staff training, for example, includes site planning time and “homework” for vision setting, theme, open house, all-camp meeting, attendance incentives, and other culture elements.
- Explore different options for scheduling your staff training. Some districts hold their training in consecutive full days (such as during Spring Break or after school ends), while others use evening sessions spread over a number of weeks. Determine what works best for your staff.

