SUMMER LEARNING TOOLKIT

Evidence-based tools and guidance
for delivering effective programs

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

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G GUIDANCE FOR SAMPLE: PITTSBURGH SITE LEADERSHIP STAFFING MODEL

This document provides guidance on how to use the Pittsburgh Site Leadership Staffing Model 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 STAFFING MODEL* sample and how can you use it?

Developed by Pittsburgh Public Schools (Summer B.O.O.S.T., formerly Summer Dreamers Academy), the staffing model illustrates the key positions at each site and includes a brief description of each position's primary role. This sample staffing model groups positions by those that oversee logistics and manage all site-level operations and those that manage curriculum and activities.

Why are clear staffing models important?

Developing a site staffing model ensures that critical functions related to attendance, professional development, behavior management, enrichment, instruction, meals, and transitions are covered. Documenting and communicating the model ensures that all staff members are clear on their own roles and responsibilities and those of others on the team. RAND recommends that site leaders are responsible for developing clear roles and responsibilities for staff.

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders
- Teachers
- Enrichment staff

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THE LEARNING AGENDA

Tips for effectively using staffing models

Use a high-level site staffing model as an at-a-glance resource to onboard all program staff. Then, complement it with additional resources that go into greater depth on roles, responsibilities, and policies (see the Pittsburgh Site Leadership Handbook). Supplement the site-level staffing model with a similar central office staffing model that shows key positions and responsibilities and the relationship between the central office team and sites.