



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 CENTRAL OFFICE OPERATIONS MANAGER JOB DESCRIPTION

*For more information on the importance of job descriptions and tips for using them effectively,
review Summer Staff Job Description Guidance.*

Provided by Boston After School and Beyond and Pittsburgh Public Schools, the collection of position descriptions includes sample job postings, scopes of work, and formal job descriptions for a variety of central office and site-based managers, teachers and activity instructors, and other specialists. The format and content of position descriptions vary and include a range of information such as position duties and responsibilities, schedule, compensation, and required qualifications.

Visibility Constraints

***Job Status** Pending Open Date

***Job Posting Type** Internal

Posting Date 04/07/21

**Automatically Change
Job Posting Type
on:** [\(Help\)](#)

**Change Job Posting
Type to:** [\(Help\)](#)

Closing Date 4/21/21

***Archived ?** Yes

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posting** [\(Help\)](#)

Details

***School/Department** Office of Out-of-School Time

***Job Title** 2021 Summer B.O.O.S.T: K-7 Operations Manager

**Users who should
always see this
posting:** [\(Help\)](#)

- Christine Cray
- Tylor Hart
- Melanie Claxton

**Users at the following
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this posting:**

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their access rights.*

**Users in the following
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their access rights.*

***Reason for Job** New Position

\$6,490.52 total compensation

Start Date: May 7, 2021

End Date: August 5, 2021

Pre-Program Hours:

- Up to 80 hours of pre-program work and PD.
- Must be available for bi-weekly trainings & site planning sessions May - June
- Must be available for Leadership Team training in the evenings
- Must be available for site supply packing day on May 29 and/or June 5
- Full day training and site set-up June 17-18, & June 21

Salary:

During Program Hours:

25 full-days of work during program

Monday - Thursday, June 22 - August 4 (no program Friday, July 5)

8:00 a.m. – 4:30 p.m. with a 30-minute lunch break daily

Up to 10 hours of evening work and meetings

Post-Program Hours:
Up to 8 hours of wrap-up work
Thursday, August 5, 2021

*** Job Type**

Subject Area

The PPS Summer B.O.O.S.T. program is a no-cost, summer learning program designed to support students with building positive relationships and creating opportunities for exploration that put youth on track for their future academic success in a thriving and fun environment. You can learn more about the Summer B.O.O.S.T. Program and read more about our plans at <https://www.pghschools.org/summerboost>.

Position Summary

Each Operations Manager will lead a site of approximately 400 students, 30 academic and activity teachers, 20 camp coordinators, and contracted community activity provider partners. With support from the Office of Out-of-School Time central office planning team, the Operations Manager will be responsible for managing staff and student site attendance and coordinating outreach to ensure high student attendance rates, including implementing any centrally planned attendance policies or incentive systems and designing site-specific strategies. The Operations Manager will support parental involvement efforts including personalized pre-program check-in calls to all students. This position is also responsible for managing the distribution of materials and supplies at their site, including facilitating pre-program set-up and post-program clean-up, the governing of the site's student transportation, including implementing efficient procedures for student arrival, dismissal, and transitions, and liaising with food service to ensure that daily breakfast, lunch, and snack occur smoothly. The Operations Manager will also coordinate recess rotation and any special events at the site, including, family events and guest speakers, and will document best practices for sharing across sites and in future years of the program. Because the responsibilities are vast, the Operation Manager will be supported by a SDSS at each site.

Grade levels: Current K-7 students

- Certification is not required

Qualifications

Leadership Team members should have knowledge of PPS policies and procedures, experience working with urban youth (including parental involvement), technical proficiency (MS Office including Word, PowerPoint, Teams & Excel, as well as PPS systems including BlackBoard Connect, ESchoolPlus, PPS Insight, etc.), strong written and oral communications skills, excellent organizational and time-management skills, the ability to establish a strong culture among staff and students at their site, and demonstrated success leading a team to accomplish a complex, multi-phase project. The K-7 Operations Manager should be familiar with the academic, socio-emotional, and cultural needs of District elementary/middle school students and have demonstrated and documented experience and success with these students.

Preferred Skills and Mindsets

- Demonstrated leadership
-

- Thrives in an achievement-oriented and fast-paced environment
- Ability to provide excellent customer service
- Demonstrates an enthusiasm for the Summer Dreamers Academy mission
- Uses systems to keep organized, work efficiently, and manage multiple projects or priorities
- Builds positive relationships with colleagues to achieve goals
- Strong technical skills

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| *Residency Requirements | No Residency Requirement |
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Essential Job Functions

Responsibilities of a Summer B.O.O.S.T. Operations Manager include, but are not limited to:

Manage daily site operations and logistics

- Manage site facility to enhance culture and staff satisfaction, including set up and maintenance of bulletin boards, signage, site technology, and efficient use of space and resources
- Execute all site logistics including, but not limited to, schedules, bus pick-up and drop off, meal logistics, transitions between activities, site set up, and materials distribution
- Ensure all staff and students receive necessary materials on a daily basis
- Liaise with transportation, facilities, operations, and food service departments
- Oversee special events during program, including parent orientation, end of program celebrations, book fairs, field trips, and guest speakers

Manage site attendance tracking and follow up including coordinating outreach to students and families

- Serve as the point of contact with families, staff and activities partners and provide high quality customer service at all times
- Assist with student enrollment pre-program and ensure high attendance during program
- Manage student and staff attendance

Coordinate with other stakeholders to support maximum efficiency

- Work closely with other Leadership Team Members, to ensure coordination of efforts and identify creative solutions resulting in a successfully operating site
- Collaborate with curriculum coaches and contracted activity provider partners to ensure that operations and logistics support the integration of academic courses and activities into a coherent program for students

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| # of Jobs | 8 |
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| Reports To | |
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Please note that these positions are pending approval.

Additional Job Information

Staff Absence Policy:

All staff are expected to be present for the days of PD, training, and work-time leading up to program, for the post-program wrap up days, and for all 25 days of program. Exact pre and post program hours vary by position and are outlined above. Staff are permitted up to 2 absences and pay will be docked for the days missed. If a staff member misses more than 2 days s/he may be

asked to leave and will receive payment for the time worked. Operations Manager will be deducted a day's pay for any day of program missed up to 2 days. Staff that have perfect attendance throughout the duration of the Program/summer 2021 will have two (2) additional sick days added to the employee's paid sick day allotment.

Mandatory pre-program planning, training, and professional development meetings and sessions are also required. Excused absences will be considered on a case by case basis and pay may be deducted or make-up training will be arranged.
