



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 SECURITY AIDE 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	Open
*Job Posting Type	Summer
Posting Date	04/07/2021
Automatically Change Job Posting Type on:	(Help)
Change Job Posting Type to:	(Help)
Closing Date	04/27/2021
*Archived ?	No
Make this a private posting	(Help)
Details	
*School/Department	Office of Out-of-School Time
*Job Title	2021 Summer B.O.O.S.T: K-7 Security Aide
Users who should always see this posting:	(Help)
*Reason for Job	New Position
Reason for Replacement	
If Replacement or Promotion, please list individual replacing:	
Salary:	Staff will be compensated at 100% of their daily rate, working between the hours of 8:30 AM-4:30 PM, which is a workday of 8 hours including a half (1/2) hour lunch.
	25 full days of work during program Monday-Thursday, June 22 – August 4 (no program July 5 th)
	Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills
	FLSA Status: Non-Exempt
*Job Type	Other - Position - Non-Certified
Subject Area	
Position Summary	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 .
Qualifications	Leaves of Absence will not be honored. If for some reason you must be absent more than one day during the time of this professional opportunity, please do not apply.
Essential Job Functions	<ol style="list-style-type: none"> 1. Maintain the safety and security of all students, staff, and providers in the facility 2. Manage the student / staff building entry and exit process and procedures (e.g., staffing the metal detector, guarding the entry and exit doors, etc.)

	<div>3. Be available to teachers and other staff to manage student discipline and/or any threats to the safety and security of other students or staff in the facility</div> <div>4. All other duties as assigned by the Director and/or Leadership Team</div>
# of Jobs	Up to 8
Reports To	Site Director
Additional Job Information	
Content Area	
Internal Notes:	