



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 CENTER TEACHER 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.

*Job Status	Open
*Job Posting Type	Summer
Posting Date	04/30/21
Automatically Change Job Posting Type on:	(Help)
Change Job Posting Type to:	(Help)
Closing Date	05/07/21
*Archived ?	Yes
Make this a private posting	(Help)
Details	
*School/Department	Office of Out-of-School Time
*Job Title	2021 Summer B.O.O.S.T: CCS Centers Teacher
Users who should always see this posting:	<ul style="list-style-type: none"> Christine Cray Melanie Claxton Tylor Hart
Users at the following locations should see this posting:	
<i>This does not override their access rights.</i>	
Users in the following location groups should see this posting:	
<i>This does not override their access rights.</i>	
*Reason for Job	New Position
Reason for Replacement	
If Replacement or Promotion, please list individual replacing:	
	Summer B.O.O.S.T CCS Centers <ul style="list-style-type: none"> ½ Daily Rate (for academic instruction for 25 program days) + \$3,650 (for afternoon activities support) Start Date: June 17, 2021 End Date: August 5, 2021
Salary:	<ul style="list-style-type: none"> Pre-Program Hours: <ul style="list-style-type: none"> Participate in up to 24 hours of full day pre-program professional development and training sessions, June 17, 18, 21 Assist with site set up Participate in program Kickoff event

- During Program Hours:
 - o 25 full or half days of work during program
 - o Monday-Thursday, June 22- August 4, 2021 (no program Monday, July 5, 2021)
- Post-Program Hours:
 - o Up to 8 hours of wrap-up work, Thursday, August 5, 2021
- Locations: Conroy, Oliver Citywide Academy (OCA), Pioneer

***Job Type** Certified - Position - Valid PA Certificate

Subject Area

Prior to applying to this position in AT Enterprise, please visit the link below to indicate your position and location preferences. Applications submitted without completing this survey will not be considered. Please note the survey link below is specific to teaching positions for the Summer B.O.O.S.T Center locations at Conroy, OCA, and Pioneer.

https://pghboe.az1.qualtrics.com/jfe/form/SV_eURwjuuJeKaMdyS

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>.

Grade Levels: Current K-11 students

Available Positions (Visit <https://www.pghschools.org/summerboost> to view Job Descriptions)

Special Education Teacher – Instruction – Full Day

Special Education Teacher – Consult – Full Day

Appropriate Subject Matter PA Certification required

Qualifications

All Summer staff lead by example to promote a strong culture of fun and learning. Additionally, all Summer staff actively participate in activities, and actively support smooth site operations (including performing bus duty, lunch duty, recording student attendance, etc.) and parental engagement efforts (including preparing basic progress reports, participating in an engagement events, calling home as needed, etc.).

We are looking for enthusiastic, energetic teachers who will help make this program the destination for summer fun and learning!

***Residency Requirements** No Residency Requirement

Essential Job Functions	Essential job functions vary by position. Please review individual job descriptions at https://www.pghschools.org/summerboost .
# of Jobs	
Reports To	Out-of-School Time Team
Additional Job Information	<p>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 day(s), and for all 25 days of program. Exact pre and post program hours vary by position.</p> <p>If a staff member has perfect attendance throughout the duration of the Program/summer 2021 then two (2) additional sick days will be added to the employee's paid sick day allotment. However, staff will lose a day's pay for any days absent. If a staff member misses more than 2 days s/he may be asked to leave and will receive payment for the time worked.</p> <p>HOW TO APPLY Step 1. Complete the "Teacher Survey". Link is located in the Position Summary section of the job posting. Step 2. Click "Apply for this Job".</p> <p>Applications submitted without completing this survey will not be considered.</p>
Content Area	
Internal Notes:	
	HR Only
Internal No. (optional)	
Months Worked	
Job Posting Link	
Questionnaire <i>Applicants will be required to fill-out when applying to this job</i>	2021 Summer B.O.O.S.T CCS Centers Teacher Application Survey