



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
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SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



SAMPLE: PITTSBURGH CENTERS PARAPROFESSIONAL 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 Number	
Created by	
Visibility Constraints	
*Job Status	
*Job Posting Type	Internal
Posting Date	05/07/2021
Closing Date	05/21/2021
Details	
*School/Department Office of Out-of-School Time	
*Job Title	2021 Summer B.O.O.S.T: Centers Paraprofessional
Users who should always see this posting: (Help)	<ul style="list-style-type: none"> • Melanie Claxton • Christine Cray • Tylor Hart
*Reason for Job	New Position
	Salaries vary by position. Please review individual job descriptions, available via the Summer B.O.O.S.T Staffing Page , for specific salary information.
	Up to 24 hours of pre-program work and PD
Salary:	25 program days
	Monday-Thursday, June 22 – August 5 (no program July 5)
	Locations: Conroy, Oliver Citywide, Pioneer
*Job Type	Other - Position - Non-Certified
Subject Area	
Position Summary	<p>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.</p> <p>https://pghboe.az1.qualtrics.com/jfe/form/SV_4T4qsNcl759YZ5c</p> <p>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.</p> <p>Available Positions</p> <ul style="list-style-type: none"> • Conroy – Classroom Assistant

	<ul style="list-style-type: none"> • Oliver Citywide Academy – Paraprofessional EAIV, Registered Behavior Technician (RBT) • Pioneer - Paraprofessional
Qualifications	These roles are prioritized for District full-time Paraprofessionals.
*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	
Additional Job Information	
Content Area	
Internal Notes:	