



Evidence-based tools and guidance  
for delivering effective programs

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

[summerlearningtoolkit.org](http://summerlearningtoolkit.org)



## SAMPLE: PITTSBURGH CENTERS RELATED SERVICES 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.

<b>Job Number</b>	
<b>Created by</b>	
<b>Visibility Constraints</b>	
<b>*Job Status</b>	
<b>*Job Posting Type</b>	Internal
<b>Posting Date</b>	05/07/2021
<b>Closing Date</b>	05/21/2021
<b>Details</b>	
<b>*School/Department</b>	Office of Out-of-School Time
<b>*Job Title</b>	2021 Summer B.O.O.S.T: Centers Related Services
<b>Users who should always see this posting: (<a href="#">Help</a>)</b>	<ul style="list-style-type: none"> <li>• Melanie Claxton</li> <li>• Christine Cray</li> <li>• Tylor Hart</li> </ul>
<b>*Reason for Job</b>	New Position
	Salaries vary by position. Please review individual job descriptions, available via the <a href="#">Summer B.O.O.S.T Staffing Page</a> , for specific salary information.
	Up to 24 hours of pre-program work and PD
<b>Salary:</b>	25 half days of work during program from 8:00 am – 12:30 pm
	Monday-Thursday, June 22 – August 5 (no program July 5)
	Locations: Conroy, Oliver Citywide, Pioneer
<b>*Job Type</b>	Certified - Position - Valid PA Certificate
<b>Subject Area</b>	
	<b>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.</b>
	<a href="https://pghboe.az1.qualtrics.com/jfe/form/SV_2owLJul6dVYfde6">https://pghboe.az1.qualtrics.com/jfe/form/SV_2owLJul6dVYfde6</a>
<b>Position Summary</b>	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 <a href="https://www.pghschools.org/summerboost">https://www.pghschools.org/summerboost</a> .
	<b>Available Positions</b>
	<ul style="list-style-type: none"> <li>• Occupational Therapist – Itinerant</li> <li>• Physical Therapist – Itinerant</li> </ul>

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- Speech Therapist – Itinerant
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**Qualifications**

These roles are prioritized for District full-time staff.

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**\*Residency Requirements**

No Residency Requirement

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**Essential Job Functions**

Essential job functions vary by position. Please review individual job descriptions at <https://www.pghschools.org/summerboost>.

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**# of Jobs**

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**Reports To**

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**Additional Job Information**

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**Content Area**

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**Internal Notes:**

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