



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 BEHAVIOR COACH (K-7) 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
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 Behavior Coach
Users who should always see this posting: (Help)	<ul style="list-style-type: none">• Christine Cray• Tylor Hart• Melanie Claxton

Users at the following locations should see this posting:

This does not override their access rights.

Users in the following location groups should see this posting:

This does not override their access rights.

*Reason for Job	New Position
	\$7,173.07 total compensation
	Start Date: May 7, 2021 End Date: August 5, 2021
Salary:	Pre-Program Hours: <ul style="list-style-type: none">- 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
	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

	<p>Up to 10 hours of evening work and meetings</p> <p>Post-Program Hours: Up to 8 hours of wrap-up work Thursday, August 5, 2021</p>
* Job Type	Certified - Position - Valid PA Certificate
Subject Area	
Position Summary	<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>Each Behavior Coach 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, in collaboration with the Site Director, Operations Manager, Activity Specialist, and Curriculum Coach, the Behavior Coach (Social Worker/School Counselor) will support the site-wide behavior management plans and procedures and manage site discipline through a focus on positive behavioral intervention and supports. As needed, students and families will also be linked to outside resources. The Behavior Coach will lead site efforts to minimize suspensions and expulsions, promote positive behaviors, and recognize and reward students for appropriate behaviors. The Behavior Coach will also foster and manage a “Tap Out” room for students that need a break from the current situation or need additional behavioral support. The Behavior Coach will also create and oversee and maintain the incentive system.</p> <p>This position will lead the professional development sessions for site staff, sharing best practices and supporting implementation of techniques related to classroom management, establishing classroom rituals and routines, implementing positive behavior interventions, and building a positive classroom culture.</p> <p>Grade levels: Current K-7 students</p>
Qualifications	<p>- PA Certification Required. Certified School Counselors & Social Workers preferred</p> <p>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 Behavior 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.</p>

	<p>Preferred Skills and Mindsets</p> <ul style="list-style-type: none"> • Demonstrated leadership • Thrives in achievement-oriented and fast-paced environment • Operates with a high level of personal responsibility and optimism • Demonstrates an enthusiasm for the Summer B.O.O.S.T. Program mission • Exhibits exemplary written and oral communication skills • Designs and delivers high-quality professional development to teachers • Builds positive relationships with colleagues to achieve goals • Coaches others and plays a role in staff professional development • Four or more years of full-time classroom teaching experience preferred • Current Guidance Counselors, Social Workers, and/or Developmental Advisors preferred • Experience with and/or Knowledge of Restorative Practices (particularly in facilitating restorative circles) is required
*Residency Requirements	No Residency Requirement
Essential Job Functions	<p>Responsibilities of a Summer B.O.O.S.T. Behavior Coach include, but are not limited to:</p> <p>Coordinate site-wide behavior management and manage site discipline</p> <ul style="list-style-type: none"> • Develop policies and procedures around the incentive system • Create site-specific plans for implementing Summer B.O.O.S.T positive behavior intervention systems, train staff in these plans, monitor implementation, and adjust approach as necessary • Intervene, as necessary, to address repeated or problematic behaviors • Build relationships with students and their families to address behavior from a holistic and proactive approach <p>Support site staff to increase their effectiveness at proactively preventing and addressing discipline problems in their classrooms</p> <ul style="list-style-type: none"> • Conduct whole group professional development to establish site-wide norms related to behavior management, as well as small group sessions to address areas of need that arise during program • Work alongside teachers to model classroom management strategies and techniques <p>Coordinate with other stakeholders to support maximum efficiency</p> <ul style="list-style-type: none"> • Work closely with other Leadership Team Members, activities provider partners, and SAP providers to ensure coordination of efforts and to identify creative solutions resulting in a successfully operating site • Collaborate with the Operations Manager to ensure that operations and logistics support the integration of academic courses and activities into a coherent program for students
# of Jobs	8
Reports To	
Additional Job Information	<p>Please note that these positions are pending approval.</p> <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 days, and for all 25 days</p>

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. Behavior Coach 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.
