



Evidence-based tools and guidance  
for delivering effective programs

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

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



## SAMPLE: PITTSBURGH STUDENT DATA SPECIALIST (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	
<b>*Job Status</b>	Open
<b>*Job Posting Type</b>	Summer
<b>Posting Date</b>	04/07/21
<b>Automatically Change Job Posting Type on:</b>	<a href="#">(Help)</a>
<b>Change Job Posting Type to:</b>	<a href="#">(Help)</a>
<b>Closing Date</b>	04/27/21
<b>*Archived ?</b>	Yes
<b>Make this a private posting</b>	<a href="#">(Help)</a>
Details	
<b>*School/Department</b>	Office of Out-of-School Time
<b>*Job Title</b>	2021 Summer B.O.O.S.T: K-7 SDSS
<b>Users who should always see this posting:</b>	<a href="#">(Help)</a>
<b>*Reason for Job</b>	New Position
<b>Reason for Replacement</b>	
<b>If Replacement or Promotion, please list individual replacing:</b>	
<b>Salary:</b>	<p>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.</p> <p>25 full days of work during program  Monday-Thursday, June 22nd – August 4 (no program July 5)  (Note: Programming commences for students on June 22, 2021. Summer SDSSs will begin as soon as their school year work calendar ends. The exact date will be shared with candidates with their offer.)</p> <p>Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills</p> <p>FLSA Status: Non-Exempt</p>
<b>*Job Type</b>	Other - Position - Non-Certified
<b>Subject Area</b>	
<b>Position Summary</b>	<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 <a href="https://www.pghschools.org/summerboost">https://www.pghschools.org/summerboost</a>.</p>
<b>Qualifications</b>	<p>Open only to current District Student Data Systems Specialists. These roles will be filled by the most senior applicants to this posting during the posting window.</p>

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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.

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| <b>Essential Job Functions</b> | <ol style="list-style-type: none"><li>1. Enter and maintain student schedules in the student information system.</li><li>2. Maintain completeness and quality of student data as required for reporting to the Out-of-School Time department and other stakeholders.</li><li>3. Maintain accurate attendance records. Maintains accurate enrollment and student information and assist with building reporting requirements. Inputs and revises daily attendance of students as needed.</li><li>4. Produce ad-hoc reports as needed.</li><li>5. Perform regular data quality checks to ensure compliance with established procedures.</li><li>6. Effectively communicate, both orally and in written form, with all levels of program personnel.</li><li>7. Perform day to day administrative tasks such as maintaining information files and processing paperwork.</li><li>8. Handle confidential data in an appropriate manner.</li><li>9. Provide a high level of customer service to all staff, students, and parents.</li><li>10. Participate in professional development and trainings.</li><li>11. All other duties as assigned by the Operations Manager and / or program Leadership Team</li></ol> |
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<b># of Jobs</b>	Up to 8
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<b>Reports To</b>	Operations Manager
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<b>Additional Job Information</b>
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<b>Content Area</b>
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<b>Internal Notes:</b>
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