



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 SPECIAL EDUCATION SPECIALIST 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: Travel Training Facilitator Specialist K-12 (Itinerant)
<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
	Up to 24 hours of pre-program work
	25 days of work during program
	Full day: 8:30 a.m. – 4:30 p.m. daily (with a 30 min lunch break) or
	Half day: 4.5 total hours daily
<b>Salary:</b>	*Full or half day will be dependent on enrollment & student need
	Monday-Thursday, June 22 – August 5 (no program July 5)
	Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills, Brashear, CAPA, Carrick, Obama
<b>*Job Type</b>	Other - Position - Non-Certified
<b>Subject Area</b>	
<b>Position Summary</b>	<p>The travel training facilitator will be responsible for working directly with program students who have individualized education plans (IEPs) and supporting teachers/staff by providing vocational training to effectively support the success of students with exceptionalities to meet their maximum potential during the summer. The travel training facilitator coordinate the travel training of students with disabilities.</p> <p>Grades K-12</p>
<b>Qualifications</b>	
<b>*Residency Requirements</b>	No Residency Requirement
<b>Essential Job Functions</b>	Essential job functions vary by position. Please review individual job descriptions at <a href="https://www.pghschools.org/summerboost">https://www.pghschools.org/summerboost</a> .

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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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