



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 ACADEMIC & ENRICHMENT TEACHER 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 Status** Open

***Job Posting Type** Summer

Posting Date 04/30/21

**Automatically Change
Job Posting Type
on:**(Help)

**Change Job Posting
Type to:** (Help)

Closing Date 05/07/21

***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 Teacher

**Users who should
always see this
posting:**(Help)

- Christine Cray
- Melanie Claxton
- Tylor Hart

**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

**Reason for
Replacement**

**If Replacement or
Promotion, please list
individual replacing:**

Salaries vary by position. Please review individual job descriptions, available via the [Summer B.O.O.S.T Staffing Page](#), for specific salary information.

Summer B.O.O.S.T K- 7

- Salary:**
- Start Date: June 17, 2021
 - End Date: August 5, 2021
 - Pre-Program Hours:
 - o Participate in up to 24 hours of full day pre-program professional development and training sessions, June 17, 18, 21
 - o Assist with site set up
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- o Participate in program Kickoff event
- During Program Hours:
 - o 25 full or half days of work during program
 - o Monday-Thursday, June 22- August 4, 2021 (no program Monday, July 5, 2021)
- Post-Program Hours:
 - o Up to 8 hours of wrap-up work, Thursday, August 5, 2021

*** Job Type** Certified - Position - Valid PA Certificate

Subject Area

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. Please note the survey link below is specific to teaching positions for grades K-7.

https://pghboe.az1.qualtrics.com/jfe/form/SV_7UnBOVw46f5W6A5

Position Summary

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>.

Grade Levels: Current K-7 students

Available Positions

- Academic Teacher – Morning Only
- Activities Teacher – Afternoon Only
- Morning Academic & Afternoon Activities Teacher – Full Day
- ESL (English as a Second Language) Full Day Teacher
- Special Education Teacher – Instruction – Full Day
- Special Education Teacher – Consult – Full Day

Appropriate Subject Matter PA Certification required

Qualifications

All Summer staff lead by example to promote a strong culture of fun and learning. Additionally, all Summer staff actively participate in activities, and actively support smooth site operations (including performing bus duty, lunch duty, recording student attendance, etc.) and parental engagement efforts (including preparing basic progress reports, participating in an engagement events, calling home as needed, etc.).

We are looking for enthusiastic, energetic teachers who will help make this program the destination for summer fun and learning!

***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	Out-of-School Time Team
Additional Job Information	<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 day(s), and for all 25 days of program. Exact pre and post program hours vary by position.</p> <p>If a staff member has perfect attendance throughout the duration of the Program/summer 2021 then two (2) additional sick days will be added to the employee's paid sick day allotment. However, staff will lose a day's pay for any days absent. If a staff member misses more than 2 days s/he may be asked to leave and will receive payment for the time worked.</p> <p>HOW TO APPLY Step 1. Complete the "Teacher Survey" link, which is in the Position Summary section of the job posting. Step 2. Click "Apply for this Job" in AT Enterprise</p> <p>Applications submitted without completing this survey will not be considered.</p>
Content Area	
Internal Notes:	
	HR Only
Internal No. (optional)	
Months Worked	
Job Posting Link	
Questionnaire <i>Applicants will be required to fill-out when applying to this job</i>	2021 Summer B.O.O.S.T Program K-7 Teacher Application Survey