



Evidence-based tools and guidance
for delivering effective programs

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

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SAMPLE: PITTSBURGH SITE DIRECTOR 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 Camp Director
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: <i>This does not override their access rights.</i>	
Users in the following location groups should see this posting: <i>This does not override their access rights.</i>	
*Reason for Job	New Position
	\$11,406.29 total compensation
	Start Date: May 7, 2021 End Date: August 5, 2021
Salary:	Pre-Program Hours: - 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)

	<p>8:00 a.m. – 4:30 p.m. with a 30-minute lunch break daily 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 K-7 Director will lead a site of approximately 400 students, 30 academic and activity teachers, 20 camp coordinators, and contracted community activity provider partners. The Director is the lead member of the site-based Leadership Team which includes one operations manager, one behavior coach (social worker/school counselor), one curriculum coach, one activity specialist, and one SDSS. The Director will oversee pre-program planning and preparation, manage the execution of core program elements at their site, lead parental involvement efforts leading up to and during program, and troubleshoot problems as they arise to ensure the smooth implementation of the 2021 Summer B.O.O.S.T. program.</p> <p>Grade levels: Current K-7 students</p> <p>- PA Certification Required, Administrative/Supervisory Certification Preferred.</p>
Qualifications	<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 Director 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"> - Thrives in an 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 mission - Gets results through active leadership in the school and/or community - Builds positive relationships with colleagues to achieve goals - Coaches others and plays a role in their professional development - Uses systems to keep organized, work efficiently, and manage multiple projects or priorities - Communicates messages clearly, logically in a manner that others would find compelling and inspirational/motivating

	<ul style="list-style-type: none"> - Four or more years of full time classroom teaching experience preferred - Current or former Career Ladder teachers (or other similar school leadership role) preferred
*Residency Requirements	No Residency Requirement
Essential Job Functions	<p>Responsibilities of a Summer B.O.O.S.T. Director include, but are not limited to:</p> <p>Create a vision for the site:</p> <ul style="list-style-type: none"> - Set an inspiring vision for your site and motivate others to reach ambitious goals in support of that vision. - Lead staff to create a dynamic and engaging atmosphere for students. - Develop All Morning Meetings - including skits, chants, and fun activities - and invest others in facilitating meetings. - Develop elements to reinforce the program rules <p>Engage activities organizations</p> <ul style="list-style-type: none"> - Create strong relationships with contracted activity provider partners and other external stakeholders, such as SAP providers. - Maintain frequent communications with activity partners and SAP providers to build a strong culture. - Ensure activities are infused seamlessly to create a unified program between academics and enrichment activities. <p>Build and manage a team</p> <ul style="list-style-type: none"> - Lead the development of a strong site leadership team and work closely with other members of the leadership team to ensure that academic courses and activities are integrated into a coherent program for students. - Work collaboratively with the site operations manager to ensure that the site operates smoothly and efficiently. - Cultivate a strong building culture among all staff based on program values. - Design and lead staff professional development sessions pre-program and during programming. - Facilitate daily staff meetings and check-ins. - Manage all program staff towards site goals. <p>Outreach to students and families</p> <ul style="list-style-type: none"> - Establish methods of consistent communication with families during program. - Assist with student enrollment pre-program and ensure high attendance during program. <p>Plan and execute the Summer B.O.O.S.T. Program at a site</p> <ul style="list-style-type: none"> - Work with the full-time Out-of-School Time central office planning team prior to program starting to plan for summer program logistics. - Ensure all site logistics are executed smoothly and efficiently including, but not limited to, daily schedules, bus pick-up and drop off, meal logistics, transitions between activities, site set up, and materials distribution. - Plan and execute special events, including parent orientation, end of program celebrations, and guest speakers.
# of Jobs	8
Reports To	

Please note that these positions are pending funding approval.

**Additional Job
Information**

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 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. Directors 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.
