



Evidence-based tools and guidance  
for delivering effective programs

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STUDENT RECRUITMENT & ATTENDANCE

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## GUIDANCE FOR SAMPLES: **SUMMER STAFF JOB DESCRIPTIONS**

This document provides guidance on how to use the Summer Staff Job Description samples available in the Summer Learning Toolkit. You can access the samples through the links below or in the Staffing and Professional Development section of the Toolkit.

### What are the *SUMMER STAFF JOB DESCRIPTION* samples and how can you use them?

Provided by Boston After School and Beyond (5th Quarter of Summer Learning, formerly the Boston Summer Learning Project) and Pittsburgh Public Schools (Summer B.O.O.S.T., formerly Summer Dreamers Academy), 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.

#### Why are job descriptions important?

Staff is the most expensive component of running a summer program and arguably the most critical to student experience. From central office to site-level and classroom staff, the process of staffing the summer program can add role clarity from the beginning if done in a coordinated way. RAND recommends that districts: hire engaged and dedicated site leaders with strong organizational and interpersonal skills; hire motivated academic teachers with grade-level content knowledge; and ensure enrichment instructors have relevant content knowledge. Detailed, tailored job descriptions increase the odds that program leaders will recruit and hire qualified staff.

#### Who can benefit from these resources?

- District central office managers
- School-based program leaders
- Nonprofit program leaders

## Tips for developing effective job descriptions

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As you draft position descriptions, identify core competencies of staff. For example, RAND researchers found that site management directly influences the daily experiences and learning of students through logistics, scheduling, climate, behavior management, and expectations. They recommend that site managers periodically observe instruction to understand which teachers may need additional support and enrichment and provide the district feedback on instructors and community based organizations. Include such relevant qualifications and roles and responsibilities in position postings, along with information on compensation, program schedule, and hiring timeline. Additional tips include:

- Begin assessing your staffing needs and developing position descriptions in the fall.
- Develop a process and timeline for hiring, focusing on central office and site leaders in the winter and teachers and other essential staff in the spring. Include in your plan a process for posting and sharing jobs throughout the district.