



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 MATH CURRICULUM COACH 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.

2016 Summer Dreamers Academy

Curriculum Coach: Mathematics (Central Office)

**** Pending funding & Board approval**

Current Pittsburgh Public Schools employees strongly preferred

Scope of Work:

| Dates | General time commitment and expectations |
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| February 15 – June 16, 2016 | <p>Up to 80 hours of pre-camp work and professional development Bi-weekly/Spring Break planning & training meetings March – June</p> <ul style="list-style-type: none"> • Plan and prepare for a successful Summer Dreamers program <ul style="list-style-type: none"> ○ Participate in bi-weekly pre-camp planning, training and professional development meetings ○ Lend ideas to the development of site-specific plans for building and sustaining a strong culture, managing staff, addressing camper behavior, and executing day-to-day operations ○ Assist with the finalization of the Summer Dreamers Academy academic curriculum ○ Design and prepare to facilitate pre-camp curriculum training ○ Support the development of camper schedules using assessment data to create differentiated classes ○ Become familiar with Mathematics curriculum, including necessary materials and supplies • Begin to build working relationships with other CLT members • Support camper recruitment and enrollment <ul style="list-style-type: none"> ○ Participate in camper recruitment and enrollment events as available ○ Lead camper recruitment efforts at your school and serve as an ambassador of Summer Dreamers within PPS • Participate in camp site staff recruitment and selection |
| June 17 – June 24, 2016 | <p>Up to 80 hours of pre-camp work and professional development Full day training and site set-up June 17th, June 20th – 24th</p> <ul style="list-style-type: none"> • In conjunction with other site based Camp Leadership Team members, lead professional development and training sessions for site staff <ul style="list-style-type: none"> ○ In conjunction with other curriculum coaches, present professional development on the math curriculum, as well as general training addressing differentiation, supporting campers with special needs, classroom management, and effective instructional practices ○ Support sites with the development of a strong staff culture that continues throughout camp • Support camp site set up across locations to ensure that the site and staff are prepared to receive campers on June 27th <ul style="list-style-type: none"> ○ Assist with the distribution of math curriculum materials and instructional supplies ○ Assist with the modification of teacher rosters to maintain balanced, differentiated classes based on updated enrollment data |

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| | <ul style="list-style-type: none"> ○ With the support of the Summer Dreamers Academy central office planning team, and in conjunction with other curriculum coaches, ensure that all necessary components are in place to successfully implement the Summer Dreamers curriculum at all 3 camp sites |
| <p>June 27 – August 3, 2016</p> | <p>27 days of full-day work during camp Mon – Fri, June 27th – August 3rd (no camp Monday, July 4th) 8:00 a.m. – 4:15 p.m. with a 30 minute lunch break daily Up to 10 hours of evening work and meetings</p> <ul style="list-style-type: none"> ● Support daily math instruction across camp sites <ul style="list-style-type: none"> ○ Ensure that teachers are successfully implementing the Summer Dreamers Academy curriculum ○ Work with the Summer Dreamers Academy central office planning team to proactively identify any necessary modifications to the implementation of the academic curriculum ○ Conduct frequent classroom observations and address areas of weakness through individual and group coaching and professional development sessions ○ Assist teachers in tracking and analyzing data and modifying upcoming lesson plans to meet the needs of individual classrooms and/or campers ○ Develop common materials for use across camp sites, including data trackers, graphic organizers, rubrics, etc. ○ Coordinate closely with other Curriculum Coaches to maximize efficiency ● Troubleshoot problems as they arise <ul style="list-style-type: none"> ○ Provide individualized support to staff members as necessary ○ Interact with teachers and site based Camp Leadership Team members to resolve issues ● Support campers and site based staff to work hard, be nice, and have fun! <ul style="list-style-type: none"> ○ Support the implementation of camp culture plans to create and sustain an exciting atmosphere of fun and learning ○ Support camper behavior plans to address misbehavior and ensure the safety of all campers |
| <p>Aug 4-6, 2016</p> | <p>Up to 16 hours of wrap-up work Thursday – Friday, August 4th – 6th, 2016</p> <ul style="list-style-type: none"> ● Wrap-up camp site <ul style="list-style-type: none"> ○ Support site break down and clean up, including assisting with the collection and organization of ELA curriculum materials and instructional supplies across camp sites ○ Coordinate the collection and organization of camp site data and paperwork related to academic instruction ○ Debrief with the Summer Dreamers Academy central office planning team |