



Evidence-based tools and guidance
for delivering effective programs

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

summerlearningtoolkit.org



SAMPLE: **BOSTON PARAPROFESSIONAL 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.

PROGRAM NAME

Summer Learning Academy - Paraprofessional (Summer 2021)

****THIS IS A SUMMER SCHOOL POSITION. EMPLOYMENT IS SEASONAL AND TEMPORARY****

PROGRAM DESCRIPTION: BPS Summer Learning Academies serve as the primary academic summer offerings for BPS students, consisting of an array of high-quality academic and enrichment programs that provide services for targeted student populations in every grade level across the district. **Insert short overview of the summer program that briefly describes the site and what makes it unique or special.**

BPS Summer Learning Academies aim to:

- address unfinished learning from SY20-21 and increase academic achievement;
- develop student socio-emotional skills and increase student efficacy by building skills and competencies - paying careful attention to any additional social-emotional needs created by the pandemic
- strengthen the effectiveness of school-community partnerships; and
- promote student health and wellness.

REPORTS TO: Position reports to the site coordinator, who works in close collaboration with the BPS Office of Expanded Learning Opportunities.

PROGRAM SCHEDULE:

Please note: We continue to closely monitor the COVID-19 recommendations from the Boston Public Health Commission. Programmatic offerings for 5th Quarter Summer Learning Academies 2021 are subject to change and may be in person or Virtual/Hybrid. If you are hired for this role, flexibility is required as you will be expected to work the schedule provided for the entire duration of the program when a final decision is made.

Listed below are the proposed schedule variations. Final decisions will be made by the Superintendent prior to the start of the program.

Virtual

The instructional hours will be 4 hours per day, 5 days per week, for 5 weeks from July 6 to August 6, 2021. **The total duration of the program will be 5 weeks.**

In Person/Hybrid

The in-person or hybrid instructional hours for students in 5th Quarter Summer Learning Academies **vary by program**. For more information on individual programs, please see [Program Specific Job Descriptions linked here](#). You will see these programs as choices in the drop-down menu in the application. The 5th Quarter Summer Learning Academies for in-person or hybrid would run from July 6 to August 6, 2021. **The total duration of the program will be 5 weeks.**

Insert program specific schedule, or a link if schedule is too complicated and variable to describe here. The schedule should clearly identify:

- Program start and end dates, as well as dates and times of any required professional development sessions.
- The time teachers are expected to report and the time the program ends each day. If a planning period is included as part of this time, specify what that is.
- Any additional time required for reporting or other duties.

RESPONSIBILITIES:

Summer Learning Academy Paraprofessionals assist teachers in providing an innovative, high quality education program designed to meet the needs of the student population in the program. Paraprofessionals work with program staff to create an educational environment in which quality and continuity are key factors in educating students. Due to the short duration of summer programs and the critical need to boost student learning during this time, it is particularly important that paraprofessionals in BPS summer programs:

- Assist with preparation of cognitively-demanding lessons, assignments and enrichment activities
- Support direct instruction to students individually, in small groups, and in classroom settings
- Establish a productive learning environment and classroom culture in which all students are respected.
- Provide assistance with summer learning program activities.
- Understand and implement culturally and linguistically sustaining practices.
- Assist teachers and site coordinator to ensure all outcome goals are on track to be met, including academic outcomes and social-emotional skill development outcomes.
- Assist with classroom management; enforce discipline code.
- Care for program materials and resources.
- **Insert additional program-specific responsibilities not covered by the above items**
- Perform other related duties as requested.

TERMS:

- Paraprofessionals are to be paid at their school year rate. **Insert total number of hours for position (stipend will vary based on Paraprofessional's rate).**
- Total Compensation is set based on hours of work, including professional development, on-site program time, and additional duties. Professional development hours shall not exceed 20 hours. Compensation differs based on the [Summer Learning Academy program](#).
- Site-specific job requirements, program hours, and training schedule to be determined by Summer Learning Academy program. Agreement to site-specific terms is required for hire.
- Payroll will be processed on a biweekly basis after receipt of completed timesheets in accordance with BPS summer payroll schedule.
- All employees must read and agree to the [BPS 2021 Summer Program Terms of Employment](#)

QUALIFICATIONS - REQUIRED:

- High School Diploma or GED.

- At least 48 credit hours of advanced coursework, or a college degree (Associates, Bachelors, Masters, or other graduate work).
- Experience with working with a diverse population of students, especially historically marginalized student groups, such as Black and brown students, students with disabilities, and English Language Learners.
- A fierce commitment to equity.
- An understanding and commitment to the implementation of the district's Culturally and Linguistically Sustaining Practices (CLSP) framework.
- Current paraprofessional at any BPS school. BPS Teachers cannot be hired into the paraprofessional position.
- **Insert specific experience required, if any.**
- Current authorization to work in the United States. Candidates must have such authorization by their first day of employment.

QUALIFICATIONS - PREFERRED:

- Current paraprofessional at a BPS school attended by students in this program.
- Experience working in a BPS summer learning program.
- **Insert specific experience preferred but not required, if any.**
- BPS values linguistic diversity and believes that candidates who speak another language bring added value to the classroom, school, and district culture and diversity. BPS is particularly interested in candidates who are fluent in one of BPS' official languages: Spanish, Creole (Cape Verdean), Creole (Haitian), Chinese, Vietnamese, Portuguese, & Somali.

NONDISCRIMINATION POLICY

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

DROP DOWN OF PROGRAM/SITE CHOICES FOR PARA SHOULD INCLUDE: