



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 PERSONAL CARE ASSISTANT 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 Number	
Created by	
Visibility Constraints	
*Job Status	
*Job Posting Type	Internal
Posting Date	05/07/2021
Closing Date	05/21/2021
Details	
*School/Department	Office of Out-of-School Time
*Job Title	2021 Summer B.O.O.S.T: Personal Care Assistant (Itinerant)
Users who should always see this posting: (Help)	<ul style="list-style-type: none"> • Melanie Claxton • Christine Cray • Tylor Hart
*Reason for Job	New Position
	Up to 24 hours of pre-program work
	25 days of work during program
	Full day: 8:30 a.m. – 4:30 p.m. daily (with a 30 min lunch break) or
	Half day: 4.5 total hours daily
Salary:	*Full or half day will be dependent on enrollment & student need
	Monday-Thursday, June 22 – August 5 (no program July 5)
	Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills, Brashear, CAPA, Carrick, Obama
*Job Type	Other - Position - Non-Certified
Subject Area	
Position Summary	The personal care assistant will be responsible for working directly with program students who have individualized education plans (IEPs) and supporting student instruction and participation to effectively support the success of students with exceptionalities to meet their maximum potential during the summer.
Qualifications	
*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	

**Additional Job
Information**

Content Area

Internal Notes:
