



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 ACTIVITY SPECIALIST 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 Activities Specialist
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
	\$7,173.07 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

	<p>Monday - Thursday, June 22 - August 4 (no program Friday, July 5) 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 Activity Specialist will lead a site of approximately 400 students, 30 academic and activity teachers, 20 camp coordinators, and contracted community activity provider partners. With support from the Office of Out-of-School Time Central Office planning team and Allegheny Partners for Out-of-School Time (APOST), in collaboration with the Site Director and Curriculum Coaches the Activity Specialist will manage relationships with community-based organizations and their staff to support the provided enrichment activities and to ensure that there is a strong link between activities and academic standards. The Activity Specialist will assist with pre-program curriculum development and prepare and facilitate professional development for activity teachers and activity provider staff to support the effective implementation of the Summer B.O.O.S.T enrichment curriculum.</p> <p>Grade levels: Current K-7 students</p>
Qualifications	<p>- PA Certification Required, Experience teaching K-7 preferred.</p> <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 Activities Specialist 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"> • Demonstrated leadership • Thrives in 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. Program mission

	<ul style="list-style-type: none"> • Exhibits exemplary written and oral communication skills • Designs and delivers high-quality professional development to teachers • Builds positive relationships with colleagues to achieve goals • Coaches others and plays a role in staff professional development • Four or more years of full-time classroom teaching experience preferred
*Residency Requirements	No Residency Requirement
Essential Job Functions	<p>Responsibilities of a Summer B.O.O.S.T. Activity Specialist include, but are not limited to:</p> <p>Partner with external organizations to link activities to PA academic standards</p> <ul style="list-style-type: none"> • Create strong relationships with activity partners and site-based activity partner staff • Collaborate with activity organizations to design a curriculum of learning experiences that infuses academic skills with exciting enrichment activities • Ensure activities are infused seamlessly into the site to create a unified program between academics and enrichment activities • Monitor the progress of the connected writing project across activities <p>Support activities teachers and activity partner organizations to increase their effectiveness</p> <ul style="list-style-type: none"> • Rotate to various activities at a site to support the successful implementation of Summer B.O.O.S.T. Program enrichment activities –examine student work and observe, co-teach, and model lessons as needed • Share an in-depth knowledge and expertise in utilizing effective instructional strategies and infusing academic content into exciting activities for students • Monitor activities across the site, ensuring that program implementation is high quality (according to pre-defined standards and measures of success) <p>Plan and execute professional development sessions for staff</p> <ul style="list-style-type: none"> • Develop and facilitate trainings for All Staff and site-based training sessions • Present professional development on the activities curriculum of enrichment activities offered at your site • Provide 1:1 and group coaching and professional development to support staff in delivering high quality instruction to students, including general training addressing differentiation, supporting students with special needs, classroom management, and effective instructional practices <p>Coordinate with other stakeholders to support maximum efficiency</p> <ul style="list-style-type: none"> • Work closely with other Leadership Team Members and activities provider partners to ensure coordination of efforts and to identify creative solutions resulting in a successfully operating site • Collaborate with the Operations Managers to ensure that operations and logistics support the integration of academic courses and activities into a coherent program for students
# of Jobs	8
Reports To	

Please note that these positions are pending funding approval.

Staff Absence Policy:

**Additional Job
Information**

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. Activity Specialist 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.
