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PLANNING & MANAGEMENT
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SAMPLE: PITTSBURGH HALF-DAY ACTIVITY TEACHER 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.

Half Day Afternoon Activity Teacher (K-4 or 5-7)

Salary: Total compensation \$3,000.00

Start Date: May 2nd, 2016

End Date: August 4th, 2016

Teaching Certificate Required: Yes; PA Instructional Certification required (any area)

Position Summary: Activity teachers are responsible for partnering with up to two activity organizations to facilitate unique activities specific to the organization’s proposal to the Summer Dreamers Academy. Activity teachers participate in in-depth pre-camp professional development and training, and receive support from a site-based activity specialist as they collaborate with the activities organization(s) to develop strong classroom management, integrate strong pedagogical practices, and ensure that daily activities are instructionally sound and appropriate for the campers being served. Activity teachers will also work with activity provider staff to implement an authentic writing project in to each enrichment activity.

Scope of Work:

Dates	General time commitment and expectations
May 2 – June 17 2016	<ul style="list-style-type: none"> • Review information and correspond as necessary with Summer Dreamers Academy central office staff and site-based leadership team members • Review curriculum independently to prepare for the summer
June 20 – June 24 2016	<p><i>Up to 45 hours of pre-camp work and PD</i></p> <ul style="list-style-type: none"> • Participate in pre-camp professional development and training sessions • Assist with camp site set up • Participate in the Night Out Event, Thursday, June 23rd, 2016
June 27 – August 3 2016 <i>(no camp on July 4th)</i>	<p>27 half-days of work during camp - 11:45 a.m. – 4:15 p.m. daily <i>Up to 5 hours of evening work and meetings (exact dates & times vary by camp site)</i></p> <ul style="list-style-type: none"> • Partner with organizations to facilitate unique afternoon activities • Participate in daily camp site activities, support smooth camp site operations, and assist with parental engagement efforts
August 4 2016	<p>Up to 8 hours of wrap-up work, Thursday, August 4th 2016</p> <ul style="list-style-type: none"> • Wrap-up camp site <ul style="list-style-type: none"> ○ Participate in site break down and clean up ○ Submit camp site data and paperwork ○ Debrief with the Summer Dreamers Academy central office planning team