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

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## SAMPLE: PITTSBURGH SITE 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.

### Visibility Constraints

<b>*Job Status</b>	Pending Open Date
<b>*Job Posting Type</b>	Internal
<b>Posting Date</b>	04/07/21
<b>Automatically Change Job Posting Type on:</b> <a href="#">(Help)</a>	
<b>Change Job Posting Type to:</b> <a href="#">(Help)</a>	
<b>Closing Date</b>	4/21/21
<b>*Archived ?</b>	Yes
<b>Make this a private posting</b> <a href="#">(Help)</a>	

### Details

<b>*School/Department</b>	Office of Out-of-School Time
<b>*Job Title</b>	2021 Summer B.O.O.S.T.: K-7 Curriculum Coach
<b>Users who should always see this posting:</b> <a href="#">(Help)</a>	<ul style="list-style-type: none"><li>• Christine Cray</li><li>• Tylor Hart</li><li>• Melanie Claxton</li></ul>

**Users at the following locations should see this posting:**

*This does not override their access rights.*

**Users in the following location groups should see this posting:**

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<b>*Reason for Job</b>	New Position
	\$9,562.00 total compensation
	Start Date: May 7, 2021 End Date: August 5, 2021
<b>Salary:</b>	Pre-Program Hours: <ul style="list-style-type: none"><li>- Up to 80 hours of pre-program work and PD.</li><li>- Must be available for bi-weekly trainings &amp; site planning sessions May - June</li><li>- Must be available for Leadership Team training in the evenings</li><li>- Must be available for site supply packing day on May 29 and/or June 5</li><li>- Full day training and site set-up June 17-18, &amp; June 21</li></ul>
	During Program Hours: 25 full-days of work during program 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

	<p>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>
<b>* Job Type</b>	Certified - Position - Valid PA Certificate
<b>Subject Area</b>	
<b>Position Summary</b>	<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 <a href="https://www.pghschools.org/summerboost">https://www.pghschools.org/summerboost</a>.</p> <p>Each Curriculum Coach 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, in collaboration with other curriculum coaches, site based Curriculum Coaches will assist with the finalization of the Summer B.O.O.S.T academic and SEL curriculum, design and lead pre-program curriculum training, and provide content area and pedagogical expertise to teachers. Curriculum Coaches will also conduct classroom observations during program and provide coaching support and professional development to teachers both individually and in groups to ensure the effective implementation of the program curriculum. The Curriculum Coach will also utilize a variety of data to place students in to differentiated classes, build individual student schedules and teacher rosters, and identify students with special needs (including children who receive ESL and Sp Ed services during the school year).</p> <p>Grade levels: Current K-7 students</p>
<b>Qualifications</b>	<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 &amp; 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 Curriculum Coach 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"> <li>● Demonstrated leadership</li> <li>● Thrives in achievement-oriented and fast-paced environment</li> <li>● Operates with a high level of personal responsibility and optimism</li> <li>● Demonstrates an enthusiasm for the Summer B.O.O.S.T Program mission</li> <li>● Exhibits exemplary written and oral communication skills</li> <li>● Designs and delivers high-quality professional development to teachers</li> </ul>

	<ul style="list-style-type: none"> <li>• Builds positive relationships with colleagues to achieve goals</li> <li>• Coaches others and plays a role in staff professional development</li> <li>• PA Teacher Certification required (certification area must be appropriate for the grade level and subject area for which you are applying)</li> <li>• Four or more years of full-time classroom teaching experience preferred</li> </ul>
<b>*Residency Requirements</b>	No Residency Requirement
<b>Essential Job Functions</b>	<p>Responsibilities of a Summer B.O.O.S.T. Curriculum Coach include, but are not limited to:</p> <p>Coach teachers to increase their effectiveness</p> <ul style="list-style-type: none"> <li>• Share an in-depth knowledge and expertise in teaching various literacy or math objectives for your grade level and subject area assignment</li> <li>• Ensure the curriculum is implemented effectively in every classroom</li> <li>• Establish systems to formatively assess students and support teachers in the use of these systems</li> <li>• Utilize data from formative assessments to monitor student progress and assist teachers in determining areas of focus for upcoming lessons</li> <li>• Assist teachers in creating charts and other displays that recognize student effort and achievement</li> </ul> <p>Plan and execute professional development sessions for staff</p> <ul style="list-style-type: none"> <li>• Develop and present professional development regarding all components of the curriculum at All staff training and site-based trainings</li> <li>• 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</li> </ul> <p>Coordinate with other stakeholders to support maximum efficiency</p> <ul style="list-style-type: none"> <li>• Work closely with other Leadership Team Members, especially fellow Curriculum Coaches, to ensure coordination of efforts and to identify creative solutions resulting in a successfully operating site</li> <li>• Collaborate with the Operations Managers to ensure that operations and logistics support the integration of academic courses and activities in to a coherent program for students</li> <li>• Work closely with OST Central Office Team to update and refine the curriculum prior to the start of summer programming.</li> </ul>
<b># of Jobs</b>	8
<b>Reports To</b>	
<b>Additional Job Information</b>	<p>Please note that these positions are pending approval.</p> <p>Staff Absence Policy:  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. Curriculum Coach 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</p>

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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.

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