



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 SITE COORDINATOR 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 - Site Coordinator (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 Director of Summer Learning.

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. Summer Site Coordinators shall not work more than a 7-hour day, 5 days per week throughout summer programming.**

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: Be available to participate in planning activities immediately upon hiring, full-time duties begin in July. Oversee BPS Summer Learning planning and programming at a specific program. Supervise teachers, paraprofessionals, and other program staff, serve as program lead for instructional support, and oversee operational management for programming. Work 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.

Specific duties may include, but are not limited to:

- Provide leadership and management at one program
- Participate in the hiring of teachers, paraprofessionals and support staff
- Support efforts to recruit, enroll and engage students in the Summer Learning Academy
- Participate in development of program schedule in advance of summer
- Supervise instruction, services and the monitoring of student progress; oversee any performance task or assessment administered to students
- Support high-quality instruction by facilitating professional development and curriculum planning sessions, modeling instructional practices, and observing instruction and providing feedback
- Understand and implement culturally and linguistically sustaining practices.
- Prepare and manage curriculum materials, including pre-program set up and materials inventory after conclusion of programming
- Engage and collaborate with families as partners in planning and problem solving
- Establish a culturally competent, trauma sensitive learning climate
- Manage student data systems (e.g. attendance, schedules, etc.)
- Track work of BPS teachers and paraprofessionals, complete time reporting forms for payroll; arrange for coverage in the event of teaching staff absence
- Execute and enforce program policies and student discipline code
- Coordinate emergency response procedures in the event of emergency
- Work with other program staff to monitor quality of programming to ensure outcome goals are on track to be met. Implement evaluation protocols - surveys, tests, etc.
- Collaborate with BPS, BASB, NIOST, and other evaluators to implement evaluation tools
- Complete "wrap-up" duties, including end-of-summer closeout paperwork and feedback activities
- Insert additional program-specific responsibilities not covered by the above items
- Demonstrate completion of other critical tasks and duties as requested by the Office of Expanded Learning Opportunities

TERMS:

- \$40/hr - Insert total stipend amount for position (hours specified in funding allocation email x \$40)

- Total compensation is set based on hours of work, including professional development, on-site program time, and additional duties. Compensation differs based on the schedule of individual Summer Learning Academy programs.
- Program-specific job requirements, program hours, and training schedule to be determined by Summer Learning Academy program. Agreement to program-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:

- Bachelor's degree.
- Massachusetts teaching license or school administrator license.
- At least 1 year of professional teaching or administrator experience
- Willing to explore student learning in a non-traditional setting and connect student learning through project-based, experiential learning.
- Willing to work in close collaboration with a community-based organization with shared goals in a student-centered, school-aligned, results-focused initiative.
- Technology-savvy
- Demonstrated ability to serve as an instructional leader--supervising other educators, providing constructive feedback, and fostering collaboration.
- 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.
- **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 teacher or administrator in the Boston Public Schools.
- Prior experience working in a BPS summer learning program and/or in close collaboration with a community-based organization
- **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.

