



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 SECURITY AIDE 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** Open

***Job Posting Type** Summer

Posting Date 04/07/2021

**Automatically Change
Job Posting Type on:**
[\(Help\)](#)

**Change Job Posting
Type to:** [\(Help\)](#)

Closing Date 04/27/2021

***Archived ?** No

**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 Security Aide

**Users who should
always see this posting:**
[\(Help\)](#)

***Reason for Job** New Position

Reason for Replacement

**If Replacement or
Promotion, please list
individual replacing:**

Salary: Staff will be compensated at 100% of their daily rate, working between the hours of 8:30 AM-4:30 PM, which is a workday of 8 hours including a half (1/2) hour lunch.

25 full days of work during program
Monday-Thursday, June 22 – August 4 (no program July 5th)

Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills

FLSA Status: Non-Exempt

***Job Type** Other - Position - Non-Certified

Subject Area

Position Summary 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>.

Qualifications Leaves of Absence will not be honored. If for some reason you must be absent more than one day during the time of this professional opportunity, please do not apply.

Essential Job Functions

1. Maintain the safety and security of all students, staff, and providers in the facility
2. Manage the student / staff building entry and exit process and procedures (e.g., staffing the metal detector, guarding the entry and exit doors, etc.)

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3. Be available to teachers and other staff to manage student discipline and/or any threats to the safety and security of other students or staff in the facility
 4. All other duties as assigned by the Director and/or Leadership Team
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of Jobs Up to 8

Reports To Site Director

Additional Job Information

Content Area

Internal Notes:
