



Evidence-based tools and guidance  
for delivering effective programs

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

[summerlearningtoolkit.org](https://summerlearningtoolkit.org)



SAMPLE

## PITTSBURGH 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.

<b>Job Number</b>	
<b>Created by</b>	
<b>Visibility Constraints</b>	
<b>* Job Status</b>	
<b>* Job Posting Type</b>	Summer
<b>Posting Date</b>	04/07/2021
<b>Closing Date</b>	04/27//2021
<b>Details</b>	
<b>*School/Department</b>	Office of Out-of-School Time
<b>*Job Title</b>	2021 Summer B.O.O.S.T. Camp Coordinator
<b>*Reason for Job</b>	New Position
	Up to 24 hours of pre-program work and PD
	25 full days of work during program from 8:30 am – 4:30 pm with ½ hour for lunch at \$18/hr
<b>Salary:</b>	Monday-Thursday, June 22 – August 5 (no program July 5)
	Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills
	FLSA Status: Non-Exempt
<b>*Job Type</b>	Other - Position - Non-Certified
<b>Subject Area</b>	
	<b>Prior to applying to this position in <b>AT Enterprise</b> please visit the link below and respond to the questions. Applications submitted without completing this questionnaire will not be considered.</b>
	<a href="https://pghboe.az1.qualtrics.com/jfe/form/SV_5dQFJsoSpvbISUB">https://pghboe.az1.qualtrics.com/jfe/form/SV_5dQFJsoSpvbISUB</a>
<b>Position Summary</b>	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> .
	Coordinators support every aspect of the Summer program. Coordinators may work alongside a certified teacher to support students in academic classes and/or activity blocks, and/or assist with site operations and logistics, including distribution of materials and supplies during pre-program set up,

	supporting arrival, dismissal, and transitions, and monitoring students during breakfast and lunch.
<b>Qualifications</b>	<p>These roles are prioritized for District full-time Paraprofessionals and full-time teachers. Other District employees are eligible to apply (e.g., substitutes, Food Service workers, Security), but may not be considered if all available positions can be offered to full-time Paraprofessionals and/or full-time teachers.</p> <p>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 day(s), and for all 25 days of program.</p> <p>Coordinators 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.</p>
<b>*Residency Requirements</b>	No Residency Requirement
<b>Essential Job Functions</b>	<p>Assist with classroom instruction:</p> <ul style="list-style-type: none"> <li>- Participate in professional development sessions to understand the design and goals of the summer curriculum.</li> <li>- Collaborate with a certified teacher to support delivery of math or literacy content to students.</li> <li>- Infuse opportunities to reinforce the program rules of Have Fun, Work Hard, and Be Nice, and recognize students for displaying positive academic and behavioral habits.</li> </ul> <p>Assist with site operations and logistics:</p> <ul style="list-style-type: none"> <li>- Help with site operations to enhance building culture and staff satisfaction, including set up and maintenance of bulletin boards, signage, site technology, efficient use of space and resources, attendance outreach for absent students, bus pick-up and drop off, meal logistics, transitions between activities, site set up, and materials distribution.</li> <li>- Help ensure teachers and students have necessary materials on a daily basis.</li> <li>- Assist with student attendance.</li> <li>- Assist with special events during program, including parent orientation, end of program celebrations, book fairs, and awards ceremonies.</li> </ul> <p>Collaborate with colleagues and participate in all activities to contribute to the overall development of a positive building culture and experience for staff and students:</p>

---

- Attend all staff meetings, check-in appointments, and PD/training sessions during program.

- Work collaboratively with fellow coordinators, leadership team members, and teachers to best support student development.

- Communicate with parents about student academic performance and behavior.

---

**# of Jobs**

---

**Reports To** Teachers & Site Director

---

**Additional Job Information**

---

**Content Area**

---

**Internal Notes:**

---