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.
<table>
<thead>
<tr>
<th>2017 BPS Summer Learning Academy PARAPROFESSIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SITE]</td>
</tr>
<tr>
<td>Stipend Amount: $</td>
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</tbody>
</table>

**Position Overview:** Assist with delivery of academic instruction, with set grade-specific academic standards and curricula in place, to students in partnership with a non-profit partner.

Work closely with non-profit partner to:

- Stem summer learning loss and increase academic achievement in ELA and/or math
- Develop student socio-emotional skills and increase student efficacy by building skills and competencies
- Strengthen the effectiveness of school-community partnerships
- Promote student health and wellness

**Site Overview & Schedule:** Site-specific job requirements, program hours, and training schedule to be determined by non-profit partner. Agreement to site-specific terms is required for hire.

All employees must also read and agree to the BPS Summer Learning Terms of Employment found at the following link:

[https://docs.google.com/document/d/1TqBHRARl2_w-B0mBu2woC3EOpfiNphe6keztqkSwGHs/edit](https://docs.google.com/document/d/1TqBHRARl2_w-B0mBu2woC3EOpfiNphe6keztqkSwGHs/edit)

**Duties:**

**Training and Planning**

- Attend mandatory central training sessions and online modules.
- Participate in separate pre-summer, on-site planning - to be scheduled by site program managers in spring 2017.
- Assist with the development of lesson plans for instruction based on targeted grade level standards and cohort-specific curriculum guidelines, in collaboration with BPS site coordinator. Connect lesson plans with theme of activities during program day and site’s guiding essential question.
- Help organize classroom space to be conducive to student learning (i.e. ensuring students are in a quiet space with minimal distractions, etc.).

**Instruction and Classroom Management**

- Assist in the delivery of intentional academic instruction to students with focus on reversing summer learning loss in ELA and/or math
- Provide small group or individual student support.
- Assist with classroom management; enforce discipline code.

**Collaboration and Evaluation**

- Help ensure all outcome goals are on track to be met, including academic outcomes and social-emotional skill development outcomes. Connect with BPS academic teachers and BPS site coordinator to assist with this process.
- Work with BPS site coordinator, academic teachers, BPS specialists and non-profit staff to bridge academic block with rest of program day, in which project-based, experiential learning occurs.
- Participate in organized staff meetings.
- Assist BPS site coordinator and teachers with completion of standards-based rubric for end performance task for each student
- Assist BPS site coordinator and teachers with compiling inventory of curriculum materials (using provided template) after conclusion of programming.
- Participate in mandatory feedback interviews with evaluators.

**Schedule:**

**Pre-Summer:** Scheduled planning meetings, trainings & PD, and separate on-site planning (to be scheduled by site management team).

**During Summer:** Paraprofessional hours are specific to site. See site-specific job description.

**Post-Summer:** Some “wrap-up” duties (such as submission of end performance task rubric, curriculum inventory) occur immediately following the conclusion of summer learning programming.

**Compensation:** $2500-3500 (dependent on program hours specified by site). See below page for stipend dissemination guidelines (stipend includes pre-summer training & PD, on-site planning, summer programming, and any “wrap up” duties).

**HR & Payment:** Position reports to BPS site coordinator, who works in close collaboration with non-profit lead. **Interested candidates should apply via Talent Ed.** HR/payment overseen by Arianna Wilson of BPS Office of Expanded Learning Time. Human resource-related questions should be directed to awilson4@bostonpublicschools.org.
Qualifications:
- Currently serving in paraprofessional or similar role. Preference will be given to paraprofessionals from one of site’s BPS student-sending schools, from sending or receiving grade level of selected students.
- At least 1 year of professional experience in education field.
- Willing to explore student learning in a non-traditional setting and connect student learning to project-based, experiential learning.
- Willing to work in close collaboration with a non-profit with shared goals in a student-centered, school-aligned, results-focused initiative.
- Focused on whole-child approaches (academic and social-emotional development).
- (Preferred) Experience working within a Summer Learning partnership.

<table>
<thead>
<tr>
<th>Installment Number</th>
<th>Percentage</th>
<th>Dollar Amount*</th>
<th>Benchmark Requirements for Receiving Installment* (Using provided templates when applicable)</th>
<th>Tentative Date of installment*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40%</td>
<td>[See above]</td>
<td>Paraprofessional stipends are site-specific (please see site-specific job descriptions)</td>
<td>July</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Training and Planning&lt;br&gt;• Attend curriculum teaching staff trainings—assist with development of lesson plans based on grade level standards and pacing guides for instruction&lt;br&gt;• Attend site level training sessions</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>40%</td>
<td>[See above]</td>
<td>Fulfillment of all daily duties during weeks 1-4 of summer programming, as detailed in job description</td>
<td>Early August</td>
</tr>
<tr>
<td>4</td>
<td>20%</td>
<td>[See above]</td>
<td>Fulfillment of all daily duties during weeks 5 &amp; 6 (if applicable) of summer programming, as detailed in job description&lt;br&gt;Completion of wrap-up duties (in collaboration with Site Coordinator &amp; Teachers):&lt;br&gt;• Submission of completed student progress reports&lt;br&gt;• Submission of site curriculum inventory</td>
<td>August</td>
</tr>
<tr>
<td>Total Installments: 3</td>
<td>100% total</td>
<td>[See above]</td>
<td>*This is not a comprehensive list of requirements for the BPS Summer Learning Paraprofessional Position, but instead a list of highlighted activities designed to denote key benchmarks in the position.</td>
<td>*If benchmark requirements complete</td>
</tr>
</tbody>
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