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.
Position Overview: Oversee BPS Summer Learning planning and programming, in close collaboration with lead from the non-profit partner. Supervise academic teachers & paraprofessionals, serve as site lead for instructional support, and oversee operational management for programming.

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

Duties:
Professional Development and Program Planning
Student Recruitment, Enrollment & Engagement
- Support recruitment, enrollment and engagement efforts for students in partner schools
- Participate in regular check-ins with non-profit partner and school-based liaison for recruitment updates
- Co-plan and attend site-level student engagement activities prior to summer program
- Attend any central planning meetings

Curriculum & Coaching
- Attend mandatory central training sessions and online modules.
- Co-facilitate site level curriculum planning sessions (if applicable)
- Serve as lead for curriculum development and implementation. Connect lesson plans with theme of activities during program day (e.g. tennis or island exploration or music/arts, etc.)
- Work with site staff to implement Math and ELA curricula to target BPS academic standards and deliver engaging, educational programming for students
- Observe classes/activities, provide feedback, lead staff meetings, and model practices to improve instruction
- Deliver coaching with multi-pronged goals of BPS Summer Learning in mind: academics, skill development, & program quality
- Facilitate utilization of student data for curriculum and program planning

Site Management
- Attend all BPS Summer Learning Central PD sessions to prepare for summer programming. Session dates TBD
- Co-lead separate pre-summer, on-site planning

Staffing and Supervision
- Lead teacher/paraprofessional recruitment and hiring with non-profit partner, with specific attention to teachers in sending or receiving
- Supervise academic teachers/paraprofessionals - observing lessons (at least 1x per week), providing timely feedback, and improving instruction

Operations and Program Management
Oversee the following tasks:
- Ensure all curriculum materials are on site
- Track work of BPS teachers and paraprofessionals, complete time reporting forms for payroll
- Arrange for coverage in the event of teaching staff absence
- Oversee completion of standards-based rubrics for end performance task for each student

Joint duties, in conjunction with non-profit lead
- Execute and enforce site policies and student discipline code
- Coordinate emergency response procedures in the event of emergency
- Develop program schedule in advance of summer, including special events (field trips, parent nights, etc.)
- Establish and co-facilitate regular meeting schedule between BPS teachers, paraprofessionals, and non-profit staff during summer to share feedback, discuss progress of programming (suggested frequency: at least 1X per week)
- Meet daily during summer with non-profit lead to track quality of programming and to ensure outcome goals are on track to be met. Work with non-profit lead to implement evaluation protocols - surveys, tests, etc.
- Compile inventory of curriculum materials (using provided template) after conclusion of programming
- Collaborate with BPS, BASB, RAND (if applicable), NIOST, and other evaluators in spring and summer to implement
**Evaluation Tools**

**Schedule:**
- **Pre-Summer:** Scheduled planning meetings & PD, Regular check-in w/non-profit partner & school liaison(s), curriculum training, Staff Hiring, and on-site planning.
- **During Summer:** BPS site coordinator required to be on site every day for all hours of programming for all weeks.
- **Post-Summer:** Some “wrap-up” duties (such as submission of performance task rubric, curriculum inventory) occur immediately following the conclusion of summer learning programming.

**Compensation:** $6000-7,000 (+$500 for 6-week programs, if applicable). See below for stipend guidelines. (Stipend includes pre-summer planning & student recruitment/engagement, curriculum planning/training, and summer programming).

**Role, HR & Payment:** Position executes duties in collaboration with non-profit partner and BPS Central as part of BPS Summer Learning site management structure. Job compliance and 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:**
- Certified teacher or administrator. Preference will be given to staff from one of site’s BPS student-sending schools.
- At least 1 year of professional teaching experience
- Experience with developing & implementing curriculum, lesson plans
- Experience collaborating with non-profits, and open to exploring student learning through project-based, experiential learning
- Able and willing to supervise other academic teachers and paraprofessionals in summer setting (providing constructive feedback, developing collaborative effort) and able/willing to work closely with a lead contact from partnering non-profit
- Technology-savvy
- (Preferred) Experience working within a Summer Learning partnership

### 2017 BPS Summer Learning Site Coordinator Stipend Dissemination Guidelines

<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>Maximum of $2800</td>
<td>Student Recruitment/Engagement • Recruitment and enrollment of targeted number of students from partner schools. • Co-planning and implementation of at least 1 site level student/family engagement event • Attendance at all central planning meetings Planning &amp; Training Curriculum/Supervision • Complete recruitment &amp; hiring of teachers and paraprofessionals • Attendance at curriculum trainings Site Management • Attendance at all BPS Summer Learning Central Trainings (if applicable) • Co-facilitation of site level training sessions (e.g. curriculum theme, essential question, on-site planning)</td>
<td>July</td>
</tr>
<tr>
<td>2</td>
<td>40%</td>
<td>Maximum of $2800</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>3</td>
<td>20% + $500 for 6 weeks</td>
<td>Maximum of $1400 + $500 (6wk)</td>
<td>Fulfillment of all daily duties during weeks 5 &amp; 6 (if applicable) of summer programming, as detailed in job description Completion of wrap-up duties: • Submission of completed student assessments • Submission of site curriculum inventory</td>
<td>Late August</td>
</tr>
<tr>
<td>Total Installments:</td>
<td>100% total</td>
<td>Maximum of $7000-$7500</td>
<td>*This is not a comprehensive list of requirements for the BPS Summer Learning Site Coordinator Position, but instead a list of highlighted activities designed to denote key benchmarks in the position.</td>
<td></td>
</tr>
</tbody>
</table>

*If benchmark requirement is complete