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.

For more information on the importance of job descriptions and tips for using them effectively, review Summer Staff Job Description Guidance.
2017 BPS Summer Learning Academy TEACHER

[SITE]

Stipend Amount: $

SLP Overview: Deliver academic instruction, with set grade-specific academic standards and curricula in place, to students in BPS Summer Learning program.

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:

Professional Development and Program 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.
- Develop 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.
- Prepare 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

- Deliver intentional academic instruction to students with focus on reversing summer learning loss in ELA and/or math
- Work with paraprofessionals/specialists/non-profit staff for classroom management during instruction.
- Enforce student discipline code.

Collaboration and Evaluation

- Work with BPS site coordinator, other academic teachers & paraprofessionals, BPS Specialists and non-profit staff to bridge academic block with rest of program day, in which project-based, experiential learning occurs.
- Connect with BPS site coordinator to ensure learning goals are on track to be met. Participate in organized staff meetings.
- Complete standards-based rubric for end performance task for each student
- Assist BPS site coordinator with compiling inventory of curriculum materials 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: Teacher 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: $4000-6000 (dependent on program hours specified by site). See below page for stipend dissemination guidelines (stipend includes pre-summer training and 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](awilson4@bostonpublicschools.org) of BPS Office of Expanded Learning Time. Human resource-related questions should be directed to [awilson4@bostonpublicschools.org](mailto:awilson4@bostonpublicschools.org).

Qualifications:

- Certified teacher. Preference will be given to teachers from one of site’s BPS student-sending schools, from sending or receiving grade level of selected students.
- At least 1 year of formal teaching experience.
- 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>
</table>
| 1                   | 40%        | Teacher stipends are site-specific (please see site-specific job descriptions) | Training and Planning  
  - Attend central teaching staff trainings– develop lesson plans based on grade level standards and pacing guides for instruction  
  - Attend site level training sessions | July |
| 2                   | 40%        | [See above]    | Fulfillment of all daily duties during weeks 1-4 of summer programming, as detailed in job description | Early August |
| 3                   | 20%        | [See above]    | Fulfillment of all daily duties during weeks 5 & 6 (if applicable) of summer programming, as detailed in job description  
  Completion of wrap-up duties (in collaboration with Site Coordinator):  
  - Submission of completed student assessments  
  - Submission of site curriculum inventory | Late August |
| Total Installments: 3 | 100% total | [See above]    | *This is not a comprehensive list of requirements for the SLP Teacher Position, but instead a list of highlighted activities designed to denote key benchmarks in the position. | *If benchmark requirements complete |