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.

SAMPLE

PITTSBURGH SITE CURRICULUM COACH JOB DESCRIPTION

For more information on the importance of job descriptions and tips for using them effectively, review Summer Staff Job Description Guidance.
## Scope of Work:

<table>
<thead>
<tr>
<th>Dates</th>
<th>General time commitment and expectations</th>
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</table>
| February 15 – June 16, 2016 | Up to 80 hours of pre-camp work and professional development  
  Bi-weekly/Spring Break planning & training meetings March – June  
  • Plan and prepare for a successful Summer Dreamers Camp Site  
    - Participate in bi-weekly pre-camp planning, training and professional development meetings  
    - Participate in the development of site-specific plans for building and sustaining a strong culture, managing staff, addressing camper behavior, and executing day-to-day operations  
    - Assist with the finalization of the Summer Dreamers Academy academic curriculum  
    - Design and prepare to facilitate pre-camp curriculum training for your assigned grade level and subject area  
    - Support the development of camper schedules using assessment data to create differentiated classes  
  • Begin to build working relationships with other CLT members  
  • Support camper recruitment and enrollment  
    - Participate in camper recruitment and enrollment events as available  
    - Lead camper recruitment efforts at your school and serve as an ambassador of Summer Dreamers within PPS  
  • Participate in camp site staff recruitment and selection |
| June 17 – June 24, 2016 | Up to 80 hours of pre-camp work and professional development  
  Full day training and site set-up June 17th, June 20th – 24th  
  • In conjunction with other members of the Camp Leadership Team, lead camp site professional development and training sessions for site staff  
    - In conjunction with other curriculum coaches, present professional development on the curriculum, as well as general training addressing differentiation, supporting campers with special needs, classroom management, and effective instructional practices  
    - Support the development of a strong staff culture that continues throughout camp  
  • Support camp site set up to ensure that the site and staff are prepared to receive campers on June 29th  
    - Assist with the distribution of curriculum materials and instructional supplies  
    - Assist with the modification of teacher rosters to maintain balanced, differentiated classes based on updated enrollment data  
    - With the support of the Summer Dreamers Academy central office planning team, ensure that all necessary components are in place to successfully implement the Summer Dreamers curriculum at your camp site |
## 2016 Summer Dreamers Academy Curriculum Coach (Camp Sites) (cont.)

| June 27 – August 3, 2016 | 27 days of full-day work during camp  
Mon – Fri, June 27\textsuperscript{th} – August 3\textsuperscript{rd} (no camp Mon., July 4\textsuperscript{th})  
8:00 a.m. – 4:15 p.m. with a 30 minute lunch break daily  
Up to 10 hours of evening work and meetings  
- Oversee daily instruction at your site  
  - Ensure that teachers are successfully implementing the Summer Dreamers Academy curriculum  
  - Work with the Summer Dreamers Academy central office planning team to proactively identify any necessary modifications to the implementation of the academic curriculum for your assigned grade level and subject area  
  - Conduct frequent classroom observations and address areas of weakness through individual and group coaching and professional development sessions  
  - Assist teachers in tracking and analyzing data and modifying upcoming lesson plans to meet the needs of individual classrooms and/or campers  
- Troubleshoot problems as they arise  
  - Provide individualized support to staff members as necessary  
  - Interact with teachers and other Camp Leadership Team members to resolve issues  
- Lead campers and staff to work hard, be nice, and have fun!  
  - Implement camp culture plans to create and sustain an exciting atmosphere of fun and learning  
  - Execute camper behavior plans to address any misbehavior and ensure the safety of all campers |
| Aug 4-6, 2016 | Up to 16 hours of wrap-up work  
Thursday – Friday, August 4\textsuperscript{th} – 6\textsuperscript{th}, 2016  
- Wrap-up camp site  
  - Support site break down and clean up, including assisting with the collection and organization of curriculum materials and instructional supplies  
  - Assist with the collection and organization of camp site data and paperwork  
  - Debrief with the Summer Dreamers Academy central office planning team |