



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 RELATED SERVICES 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>	Internal
<b>Posting Date</b>	05/07/2021
<b>Closing Date</b>	05/21/2021
<b>Details</b>	
<b>*School/Department</b> Office of Out-of-School Time	
<b>*Job Title</b>	2021 Summer B.O.O.S.T: Related Services
<b>Users who should always see this posting: (<a href="#">Help</a>)</b>	<ul style="list-style-type: none"> <li>• Melanie Claxton</li> <li>• Christine Cray</li> <li>• Tylor Hart</li> </ul>
<b>*Reason for Job</b>	New Position
<b>Salary:</b>	<p>Salaries vary by position. Please review individual job descriptions, available via the <a href="#">Summer B.O.O.S.T Staffing Page</a>, for specific salary information.</p> <p>25 days of work during program  Full day: 8:30 a.m. – 4:30 p.m. daily (with a 30 min lunch break) or  Half day: 4.5 total hours daily (based on student enrollment and need)</p> <p>Monday-Thursday, June 22 – August 5 (no program July 5)</p> <p>Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills, Brashear, CAPA, Carrick, Obama</p>
<b>*Job Type</b>	Certified - Position - Valid PA Certificate
<b>Subject Area</b>	
<b>Position Summary</b>	<p><b>Prior to applying to this position in AT Enterprise, please visit the link below to indicate your position and location preferences. Applications submitted without completing this survey will not be considered.</b></p> <p><a href="https://pghboe.az1.qualtrics.com/jfe/form/SV_72tn8biX5Qsi5mK">https://pghboe.az1.qualtrics.com/jfe/form/SV_72tn8biX5Qsi5mK</a></p> <p>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>.</p> <p><b>Available Positions</b></p> <ul style="list-style-type: none"> <li>• Occupational Therapist – Itinerant</li> </ul>

	<ul style="list-style-type: none"> <li>• Physical Therapist – Itinerant</li> <li>• Speech Therapist – Itinerant</li> <li>• Teacher of The Visually Impaired – Itinerant</li> </ul>
<b>Qualifications</b>	These roles are prioritized for District full-time staff.
<b>*Residency Requirements</b>	No Residency Requirement
<b>Essential Job Functions</b>	Essential job functions vary by position. Please review individual job descriptions at <a href="https://www.pghschools.org/summerboost">https://www.pghschools.org/summerboost</a> .
<b># of Jobs</b>	
<b>Reports To</b>	
<b>Additional Job Information</b>	
<b>Content Area</b>	
<b>Internal Notes:</b>	