



Evidence-based tools and guidance  
for delivering effective programs

PLANNING & MANAGEMENT  
ACADEMICS & ENRICHMENT  
STAFFING & PROFESSIONAL DEVELOPMENT  
SITE CLIMATE  
STUDENT RECRUITMENT & ATTENDANCE

[summerlearningtoolkit.org](http://summerlearningtoolkit.org)



SAMPLE

## PITTSBURGH SECURITY AIDE 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.

Visibility Constraints	
<b>*Job Status</b>	Open
<b>*Job Posting Type</b>	Summer
<b>Posting Date</b>	04/07/2021
<b>Automatically Change Job Posting Type on:</b>	<a href="#">(Help)</a>
<b>Change Job Posting Type to:</b>	<a href="#">(Help)</a>
<b>Closing Date</b>	04/27/2021
<b>*Archived ?</b>	No
<b>Make this a private posting</b>	<a href="#">(Help)</a>
Details	
<b>*School/Department</b>	Office of Out-of-School Time
<b>*Job Title</b>	2021 Summer B.O.O.S.T: K-7 Security Aide
<b>Users who should always see this posting:</b>	<a href="#">(Help)</a>
<b>*Reason for Job</b>	New Position
<b>Reason for Replacement</b>	
<b>If Replacement or Promotion, please list individual replacing:</b>	
<b>Salary:</b>	Staff will be compensated at 100% of their daily rate, working between the hours of 8:30 AM-4:30 PM, which is a workday of 8 hours including a half (1/2) hour lunch.
	25 full days of work during program Monday-Thursday, June 22 – August 4 (no program July 5 <sup>th</sup> )
	Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills
	FLSA Status: Non-Exempt
<b>*Job Type</b>	Other - Position - Non-Certified
<b>Subject Area</b>	
<b>Position Summary</b>	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> .
<b>Qualifications</b>	Leaves of Absence will not be honored. If for some reason you must be absent more than one day during the time of this professional opportunity, please do not apply.
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Maintain the safety and security of all students, staff, and providers in the facility</li> <li>2. Manage the student / staff building entry and exit process and procedures (e.g., staffing the metal detector, guarding the entry and exit doors, etc.)</li> </ol>

	<div>3. Be available to teachers and other staff to manage student discipline and/or any threats to the safety and security of other students or staff in the facility</div> <div>4. All other duties as assigned by the Director and/or Leadership Team</div>
<b># of Jobs</b>	Up to 8
<b>Reports To</b>	Site Director
<b>Additional Job Information</b>	
<b>Content Area</b>	
<b>Internal Notes:</b>	