



2010 Summer Dreamers Academy Job Posting Site Director Position

Number of positions: 7

Grades: 2010-2011 6th, 7th, and 8th grade students

Reports to: Summer Dreamers Academy Project Coordinator and Project Managers

Residency: No

Salary: \$8,500

Posting Opens: 01/08/10

Posting Closes: 02/15/10

Start Date: 4/10/10

End Date: 8/14/10

FLSA Status: Exempt

Job Goal

The Summer Dreamers Academy team is looking for site directors to join us in realizing the vision and mission of the Summer Dreamers Academy for middle-grade students. Each site director will provide instructional and operational support at a camp site for up to 400 students, 25 teachers and special education teachers, an assistant director, and 40 camp coordinators. Site directors will manage site logistics and planning pre-camp and during camp. They will oversee individual camp site schedules and special events, such as activities, guest speakers, and field trips, at the site. We are looking for enthusiastic, energetic site directors who will help make this camp THE destination for summer fun and learning!

Scope of Work

April 10 – July 9: Camp Orientation Program	<ul style="list-style-type: none"> • Attend camp orientations on Saturday, April 10 and Saturday, May 8 (tentatively scheduled for 8:30 a.m. – 11:30 a.m.) • Assist with lead teacher camp orientation on Saturday, June 5 (tentatively scheduled for 8:30 a.m. – 11:30 a.m.) • Complete up to 20 hours of independent work and pre-reading between April 10 – July 6 • Attend pre-camp training July 6 – July 9 (tentatively 8 a.m. – 4 p.m.)
July 12 – August 13: Camp Expectations	<ul style="list-style-type: none"> • Report to work at 7:30 a.m. • Lead staff meetings, prep time, check-in with camp staff, etc. from 7:30 a.m. – 9 a.m. • Observe literacy instruction, coordinate special events, and manage daily site operations from 8 a.m. – 12 p.m. • Facilitate lunch and transition to afternoon activities with assistant director from 12 – 1 p.m. • Participate in professional development in the afternoons (tentatively Monday and Wednesday afternoons from 1 – 3 p.m.) • Liaise with activities providers each afternoon • Facilitate evening transition with assistant director from 2:45 – 3:15 p.m. • Participate in occasional weekend and evening activities and events
August 13 – 14: End of Camp Wrap- Up	<ul style="list-style-type: none"> • Complete end of camp reports and collect necessary data to turn into the summer middle-grades camp team • Ensure all supplies and materials are returned to proper locations

Camp Overview

Pittsburgh Public Schools is proud to announce the launch of a premier summer camp for all 2010-2011 6th, 7th, and 8th grade PPS students. The dates for the camp are July 12 – August 13, 2010. Campers will broaden their exposure to the community and world around them through participation in themed literacy instruction and unique afternoon activities that are provided through partnerships with organizations around the city of Pittsburgh. Campers will choose their literacy theme and afternoon activity.

Mission and Vision

The Summer Dreamers Academy is a new, free opportunity for incoming sixth through eighth graders in Pittsburgh Public Schools to spend their summer exploring literature, developing life skills, and pursuing a passion that will stay with them throughout their lives.

A safe, positive environment will empower campers to try new things, and pursue new possibilities. Supportive camp staff and a network of community partnerships will help each student find their niche. A commitment to equity and diversity will ensure that every camper is treated fairly, that all campers are equally supported, and that diversity is achieved and maintained. As active participants in shaping their

experience, each camper will select their activities according to their skills and interests. Each camper's experience will culminate in a project, demonstration, or presentation that showcases the development of their unique interest and their improved literacy skills.

Mission/Outcome Goals

Through an experience unlike a traditional school day, campers will:

1. Enter 9th grade at or above grade level in literacy
2. Gain a new passion that they can continue beyond the summer
3. Develop skills and knowledge that will allow them to thrive in and after high school
4. Become more optimistic about the possibilities, become more motivated to succeed, and have a concrete vision for their lives in and after high school

More information about the camp is included in "Appendix A: The Summer Dreamers Academy"

Expectations & Essential Site Director Job Functions:

Includes but not limited to:

Overall Expectations

- Believe that every student can succeed in a summer environment with the right amount of time and support.
- Bring a positive attitude, creativity, and leadership skills every day.
- Hold every student and staff member to high standards
- Share the goal of making the summer middle-grades camp the destination for summer fun and learning

Administration and Camp Site Management

- Manage site operations and instruction
- Lead staff to achieve camp goals in literacy and student engagement
- Facilitate regular staff meetings and check-ins
- Observe and evaluate students' performance, behavior, social development, and physical health
- Keep accurate records to report to summer middle-grades camp team
- Liaise with afternoon activities providers

Communication & Parent Engagement

- Demonstrate ability and willingness to interact and communicate effectively with campers, parents/guardians and activities staff
- Communicate in a timely manner with camp leaders, staff, parent/guardian, etc.

Education and Teaching Methods

- Oversee the implementation of camp literacy curriculum in classrooms
- Ensure formative assessments are conducted regularly to monitor camper progress
- Collaborate with intervention specialists
- Guide camp site staff and campers in planning and implementation of culminating activities and projects

Legal

- Full adherence to the Camp Handbook, Pittsburgh Public Schools Rules & Regulations, Pennsylvania School Code, Pennsylvania Loyalty Act and No Child Left Behind Act.

Professional & Curricular Development

- Participate in extensive and ongoing professional development pre-camp and during camp
- Provide ongoing feedback on curriculum, interventions, and general camp structure ongoing

Student Outreach, Enrollment, and Attendance

- Participate in registration and enrollment events in March and April
- Assist with student outreach pre-camp and during camp
- Ensure high attendance at camp site

Site Director Requirements

- PA Teacher Certification (K-6, 6-9 Literacy, 7-12 Literacy)
- Will have 4 or more years of teaching
- Experience working with students in 5th – 8th grade

Site Director Preferred Qualifications

- Current or former Instructional Team Leaders certified to observe and confer will be given first preference
- PPS Teachers
- Enthusiasm for the camp
- Proven Leadership
- Builds positive relationships
- Organizational Skills
- Communication Skills

Physical Demands

This position involves a combination of standing and sitting to provide classroom instruction, modeling or assistance. The position may require escorting children throughout the site. This position requires minimum physical effort and is not subject to Occupational Health and Safety risks.

Work Environment

Sites for the camp will be located throughout the city and are yet to be determined. There is likely to be a combination of on school sites and off school site and teachers may be assigned to a non-school location.

How to Apply

Required Materials

All applicants are required to complete and submit the following materials:

1. Résumé (please highlight all leadership roles)
2. Questionnaire
 - a. Please refer the following link to learn more about the camp [Appendix A - Camp Background and Additional Information](#) or go back to the districts website to view this appendix.

Please combine the above requirements into one document and then name the combined document with convention **LASTNAME.FIRSTNAME.date**.

Instructions

1. Fill out an online electronic application
 - **Current PPS employees** apply at: <https://apply.pps.k12.pa.us/internal>
 - **Non-PPS employees** apply at <https://apply.pps.k12.pa.us/external>

* At the above links, please make sure to attach your combined document with your application information before hitting the submit button.

Process

1. Application materials will be reviewed by a panel of PPS staff members and scored on a rubric.
2. All applications must be submitted by Monday, February 15 at 5:00 p.m.
3. Summer middle-grades camp team will begin reviewing applications on February 16 and will begin tentative interviews on February 22.
4. Offers will be made on March 10.

Questions

For questions about the position please contact Allison McLeod, Project Manager at 412-622-3983 or by e-mail amcleod1@pghboe.net

