

Substitute Social Worker  
Pittsburgh Public Schools  
341 S. Bellefield Avenue  
Pittsburgh , PA 15213  
Certified - Position - Valid PA Certificate  
Job Number 4600294154  
Start Date  
Open Date 02/29/2024  
Closing Date 05/29/2024

Pittsburgh Public Schools employs over 4,000 individuals in various capacities to support the academic achievement and strength of character of the 20,000 students we serve.

Substitutes instruct and provide support to students during the absence of a regular school-based professional. Substitutes are expected to maintain a professional attitude toward their work and support the mission and goals of the Pittsburgh Public Schools. We are looking for day-to-day substitutes who are available to instruct and provide support in our schools any day of the week.

Under the direction of the School Principal and supported by the Director of Student Support Services-Social Workers the Substitute Social Worker is responsible for providing and coordinating appropriate social services for students and their families, individually or in groups. This position coordinates the efforts of students, families, faculty, community agencies, and school administration to facilitate the student's effective school adjustment. The Substitute Social Worker coordinates the combined resources of the school district with those selected from appropriate community agencies that will enable students to achieve their maximum performance; to educate, assess, and provide intervention, referral, and support to students and/or families regarding their identified needs; to promote shared decision-making regarding service goals; and to deal immediately with individual student's problems of a crisis nature in a constructive, supportive, and non-judgmental manner, while meeting the Comprehensive Education Improvement Plan (CEIP) objectives and maintaining confidentiality of students and their families.

We are committed to hiring a diverse and talented workforce, and we consider substitutes in our District to be a valuable part of our pipeline for permanent positions. Once the application has been submitted, you will be sent instructions to complete the New Hire Paperwork within 2 business days.

Our Substitute positions do not require interviews. Within two business days of completing the application, [subservices@pghschools.org](mailto:subservices@pghschools.org) will send you New Hire Paperwork to begin working on. More information on the paperwork required can be found at <https://www.pghschools.org/Page/5800>.

If you have any questions, please reach out to [subservices@pghschools.org](mailto:subservices@pghschools.org).

## Reports To Principal

### Salary

Teacher, Counselor, or Social Worker: \$120 a day, then \$136 a day for substitutes who have worked at least forty (40) days during each of the preceding two (2) consecutive semesters. This rate, once achieved, will be retained for the duration of employment as an active substitute.

Potential to make \$4248/month after working forth (40) consecutive days for same teacher/counselor/social worker. The assignment must be for the vacancy or absence of a school-based professional.

### Qualifications

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. In addition, we are seeking candidates with:

-Bachelor's degree (Required)

One of the following Licenses or Certifications:

- License Social Worker (LSW) issued by the Pennsylvania Department of State

OR

-Licensed Clinical Social Worker (LCSW) issued by the Pennsylvania Department of State

OR

-PDE Certificate in Home and School Visitor Pk-12

OR

-PDE Certificate in School Social Worker, Education Specialist Pk-12

- Ability to work collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.

- Ability to build, foster, and maintain strong relationships with school staff.

- Ability to exercise a high degree of confidentiality, professionalism, poise, tact and diplomacy to accomplish objectives.

- A capacity to solve problems, to stay organized and manage multiple priorities.

- Excellent verbal and written communication skills.

- Value, demonstrate, and promote diversity, equity, and inclusion?

Residency Requirements No Residency Requirement

Essential Job Functions

1. Develop, coordinates, implements, and evaluates comprehensive social work services and programs for students and families by utilizing data to ensure that students are learning academically, developing strong character and gaining skills that prepare them for college and career.

2. Provide and/or coordinate group counseling programs for students whose needs may include social dysfunction, excessive fear and anxiety, chemical abuse problems, or other serious developmental problems.

3. Meet with families of troubled students when such meetings would be beneficial to the student.

4. Conduct and/or coordinate individual or group counseling for at-risk students.

5. Provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

6. Meet with students individually or in groups to help facilitate the

development of a plan to address personal problems related to issues such as family relations, health, emotional adjustment, and attendance.

7. Work with students and/or their families individually or in groups regarding personal problems related to such crises as child abuse and family emergencies.

8. Interact proactively with students and/or families to avoid crisis situations.

9. Maintain case records that evidence planning and appropriate record-keeping which promotes an effective delivery of services, including service plans on all referred students.

10. Respond to transitional information shared from various feeder forms.

11. Consult with Student Services, faculty, and community agency representatives to cultivate a mutual understanding and teamwork, when appropriate.

12. Attend staffing meetings.

13. Coordinate the homebound process to ensure a smooth, continuous flow of education.

14. Process records for students involved in school transfers, including those returning from correctional facilities, juvenile detention centers, hospitalizations, and related agencies.

15. Assist with the completion of the Comprehensive Evaluation Report as a part of the Program for Students with Exceptionalities referral process.

16. Maintain and continually updates a directory of referral services to be utilized in crisis situations affecting students.

17. Serve as a liaison between appropriate social service and community agencies and the school.
18. Maintain a professional awareness of regulations regarding child welfare and attendance, by having a working knowledge of state law, Board policy, and administrative regulations.
19. Schedule and conducts legal notice conferences at the school.
20. Initiate attendance related petitions and prepares cases for formal hearing.
21. Prepare all investigative data necessary for the completion of the citation process.
22. Review enrollment, attendance, and transfers on the school to assure compliance with applicable laws and sound principles of accounting for the student attendance.
23. Counsel students in matters of attendance and tardiness to effect compliance with the attendance standards.
24. Visit the homes of students to enforce school attendance and residency, when necessary.
25. Provide support to staff, teachers, and administrators by working with children experiencing attendance problems.
26. Provide assistance to a multidisciplinary and flexible Student Services Team to generate options that reflect and respond to the needs and priorities of the students as directed by the principal and the CEIP.

27. Other relevant duties as assigned by supervisor in support of the department's goals and objectives and the District's mission and Superintendent's Priority Goals.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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