

Substitute Professional (Teacher, Counselor, Social Worker), 2023-24

Job Number 4600281965

Start Date

Open Date 06/01/2023

Closing Date 05/31/2024

Pittsburgh Public Schools

341 S. Bellefield Avenue
Pittsburgh, PA 15213

Substitute - Other

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.

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. Our Substitute positions do not require interviews. Once the application has been submitted, you will be sent instructions to complete the New Hire Paperwork within 3 business days from subservics@pghschools.org. 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 subservics@pghschools.org.

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 \$4227.50/month after working forty (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 districts. We are seeking candidates with:

- Bachelor's Degree (Required)
- PDE Certificate (preferred)
- 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. Follow the lesson plan(s) or assignment left by teacher and ensures students complete all assigned tasks.
2. Maintain a safe environment.
3. Use materials provided by school-based professional or other school personnel.
4. Notify school administration of any unusual incidents which have occurred during the school day.
5. Maintain accurate assessment of student attendance and grades.
6. Leave information concerning the day's activities for the school-based professional.
7. Communicate effectively with students and staff.
8. Manage student behavior in a positive manner.
9. Other relevant duties as assigned by supervisor in support of the school 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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