

Substitute, 2021-22

Pittsburgh Public Schools

341 S. Bellefield Avenue
Pittsburgh , PA 15213

Substitute - Other

Job Number 4600229770

Start Date

Open Date 07/06/2021

Closing Date 07/01/2022

If you are looking to make an impact on the nearly 25,000 students enrolled in Pittsburgh Public Schools, consider a career with us as a day-to-day substitute.

Substitutes instructs and provide support to students during the absence of a regular employee. Substitutes are expected to maintain a professional attitude toward their work and support the mission and goals of the Pittsburgh Public Schools.

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. If you are selected as a candidate, you will be contacted by the Office of Human Resources to participate in an orientation session.

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 offer an array of substitute positions:

- Day-to-Day Substitute Nurses and Certified Licensed Practical Nurse Instructors
- Day-to-Day Substitute Teachers, Counselors and Social Worker
- Day-to-Day Substitute Paraprofessionals

Salary

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

Day-To-Day Substitute School Nurses and Certified Licensed Practical Nurse Instructors: \$137.50 a day

Day-To-Day Substitute

Paraprofessional Rates:

\$8.00 an hour for Paraprofessionals.

\$9.00 an hour for Special Education Paraprofessionals.

Qualifications

Day to Day Substitute

Paraprofessionals

- High School Diploma.

All Other Day to Day Substitutes

- A Bachelor's degree (Pennsylvania Department of Education-issued certification(s) is preferred, but not required).

Residency

No Residency Requirement

Requirements

Essential Job

Functions

- Follows the lesson plan(s) or assignment left and ensures students complete all assigned tasks.

- Maintains a safe environment.

- Uses materials provided by the teacher or other school personnel.

- Notifies school administration of any unusual incidents which have occurred during the school day.

- Maintains accurate assessment of student attendance and grades.

- Leaves information concerning the day's activities for the teacher.
- Ability to communicate effectively with students and staff.
- Ability to manage student behavior in a positive manner.
- Additional duties or responsibilities as assigned may be required.

Additional Job Information

HOW TO APPLY:

Step 1. To become a day-to-day substitute with Pittsburgh Public Schools, you must first create a "Standard: Substitute" application in the District's online application system (www.pps.k12.pa.us/careers). To update your application type to "substitute" navigate to your application in the top left corner of searchsoft after logging in, select "General Information" and towards the bottom of the page under "Account Information" click "Change Type" next to "Application Type." You may select as many application types you are interested in.

Step 2. Complete the online application and apply to this

position. You will receive email

confirmation once your application has been submitted. (To confirm if your data entry requirement is met and your application is complete, click "My Application in the top left page of Search Soft and click the check mark in the top left corner.)

Step 3. Pittsburgh Public Schools will contact you if you are selected to move forward in the hiring process and invite you to a substitute orientation.

ADA:

The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

OTHER INFORMATION:

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age 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: Ms. Rachel Beers, Office of Employee Relations, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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

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