



Position vacancy announcement

Title: School Counselor or Social Worker

Reports to: Principal

Anticipated start date: August 29, 2022

Classification: Exempt, 200 day employee

About our school

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its 7th year with students in Grades 2-8. Located on the city's North Shore, the school will enroll about 336 students from over 42 districts in the Pittsburgh area in the 22-23 school year.

About this position

We are currently seeking a School Counselor or Social Worker who can develop strong, trusting relationships with students, parents and staff. This position consists of three main areas of responsibility; safety, attendance, and student support.

Required Qualifications

- Master's Degree in Counseling or Social Work; relevant professional certification through the Pennsylvania Department of Education.
- Knowledge of ASCA standards and regulations.
- Ability to secure all relevant and necessary clearances.
- Excellent communication skills.

Preferred Qualifications

- Five or more years of experience as a School Counselor or Social Worker.
- Experience arranging partnerships with external service agencies for mental health and therapeutic support services.
- Active certification in de-escalation techniques, non-violent crisis intervention and safe restraints

Responsibilities

- Participate and help plan proactive measures on the Safety Team
- Participate as a team member on the PDE required Threat Assessment Team
- Investigate Safe2Say Responses
- Co-facilitate Attendance Team with grade level principal to complete all parent/guardian communication, SAIP Meetings, and magistrate complaint paperwork

- Counsel and support families to remove barriers that impact attendance.
- Support teaching SEL
- Lead teachers in Bullying prevention lessons
- Meet with students to provide individual counseling
- Provide problem solving and conflict resolution
- Create and facilitate group counseling
- Orchestrate monthly classroom guidance lessons in all classrooms
- Manage 504 Plans
- Respond to crisis situations (i.e. self injurious behaviors, suicidal ideations)
- Attend training and participate as a member of the SAP Team
- Continues to develop and implement our school-wide PBIS.
- Transition and support newly enrolled students
- Represent homeless students as the McKinney-Vento Liaison
- Communicate with various outside agencies (i.e. CYF, mobile therapists, Pressley Ridge, Focus on Attendance, etc)
- Arrive promptly to perform all arrival/pick-up duties
- Attend and participate in grade level team meetings and IEP meetings
- Provide parent/guardian communication as needed to address concerns
- Coordinate PSSA Testing with Curriculum Department
- Organize various school initiatives (i.e. Kindness Week, Career Fair, Holiday Gift Giving)
- Additional responsibilities as assigned by your supervisor.

Terms of Employment: Ten month (200 day) position.

Evaluation: Performance of this job will be evaluated by the Principal

Salary and benefits

- Starting salary will be based on experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, and life insurance benefits.
- Generous time off including all school holidays and breaks.
- Significant employer contribution toward health insurance.

How to Apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.