



SCHOOL SOCIAL WORKER & DIRECTOR OF THE FAMILY FIRST CENTER

The Urban Academy of Greater Pittsburgh

TITLE: School Social Worker & Director of the Family First Center

REPORTS TO: Vice Principal / Director of Student Affairs

JOB FUNCTION: The School Social Worker & Director of the Family First Center (FFC) will be responsible for helping the school's students and their families make the best use of available opportunities and resources and to aid in developing each student's individual potential. This person should bring to the educational process an understanding of the psychosocial development of children and the influences of family, community, and cultural differences as they interact with the educational process.

The School Social Worker is responsible for the following functions: student counseling services, schoolwide character education program and instruction, schoolwide career readiness, parent/family support services and referrals, attendance and truancy intervention services and reporting, and staff professional development.

The School Social Worker will also play a significant role in shaping and sustaining the school's distinctive student-centered culture and ensuring that the scholars internalize the school's values and aspirations for academic excellence and local and global citizenship. This person will also assist in providing cultural leadership to Urban Academy employees to oversee the implementation of certain aspects of school-wide systems and procedures as outlined in the Student / Parent Handbook (Pride Book).

The School Social Worker will be a key member of the Urban Academy's administrative team with responsibility for the following key functional areas:

Planning, Leadership & Management

- Serve as point of contact for all student counseling needs
- Lead and coordinate schoolwide career readiness programming based on statewide standards
- Design and deliver new student orientation
- Ensure that parents and families have access to resources to support their family in the following areas: health & wellness, education, workforce development, and parenting skills
- Participate as a key member of certain Board of Trustee committees to help set organizational strategy
- Ensure substantial professional development opportunities for self and school staff relative to student and family support services
- Spearhead the constant improvement of processes and communication between parents and the Urban Academy
- Represent the Urban Academy as needed to resolve student issues with external parties, including parents/guardians, social service providers, and at times, school districts.

Student Services

- Works closely with the Dean of Students' Office and teachers to ensure a successful student advisory program
- Serve as Urban's Attendance officer & McKinney Vento Liaison



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- Work with appropriate staff to ensure the accurate compilation of truancy and attendance reports and records.
- When necessary, develop Attendance Improvement Plans and or make truancy referrals to the District Justice.
- Ensure that Urban Academy scholars meet high expectations for attendance and families are informed and appropriately reminded, when necessary, of the school's attendance policy.
- Research, develop and implement programs to improve student attendance and discipline.

Counseling Services

- Lead the schoolwide Character Education program
- Coordinate and lead small group and individual counseling
- Works in collaboration with Senior Administration to develop a counseling and family first budget.
- Coordinate & conduct certain parent/teacher conferences related to attendance and discipline.
- Communicates daily with students, parents, and teachers regarding attendance and discipline matters.
- Ensure that student records relating to counseling services are organized and maintained in an efficient manner
- Develop an operational understanding of and coordinate with outside support agencies for student services, including character education, mental health, and family support.
- Reinforce and ensure that counseling services are providing one-on-one and group sessions for certain students based on certain code of conduct violations and other student needs

Behavioral Support Services

- Assists staff with behavior management plans for students with chronic discipline problems
- Serves as a member of the crisis response team

Parent Engagement & Support

- Work with parents, families, and caregivers to build and maintain strong relationships throughout the course of the school year
- Provide families with resources and supports that they need to thrive

KNOWLEDGE, SKILLS, and ABILITIES

- Strong leadership and team building skills
- Excellent communication skills (written and oral)
- Insistence on academic excellence and rigor at all times
- Alignment with the education philosophy and core beliefs of the Urban Academy
- A philosophy that discipline is an opportunity for learning, growth, and community-building
- Superb organizational, self-management, feedback, and engage in a process of self-improvement
- Passion and commitment to urban education and our ultimate goal of closing the achievement gap
- Data-driven mindset
- 4+ years social work experience



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- Knowledge/experience with computers is required
- 2+ years' experience in management
- Advanced organizational leadership skills
- Excellent written, oral, and client-facing communication skills
- Such alternatives to the above as the Board may deem appropriate and acceptable

EDUCATION and EXPERIENCE:

To work as a School Social Worker, an individual must be student-focused, hold a Master of Social Work degree, and possess either a valid, active Pennsylvania School Social Worker Educational Specialist certificate or have an emergency permit, be an LSW or LCSW.

URBAN ACADEMY STATEMENT

Urban Academy will be a POWER model for urban primary education and provide an unprecedented combination of academic excellence, cultural energy, and broad educational access.

SALARY

Salary ranges from \$55,000 to \$60,000 annually based on experience.