



URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

JOB TITLE: Social Worker

LOCATION: Urban Pathways K-5 College Charter School – Pittsburgh, PA

REPORTS TO: Principal

DIRECT REPORTS: None

EMPLOYMENT TYPE: Full Time, 10-Month

FLSA STATUS: Exempt

OUR MISSION

To develop scholars and educators through targeted learning opportunities and evidence-based best practices.

OUR VISION

To holistically educate every scholar through creative and innovative culturally relevant instruction while fostering and engaging a diverse community.

POSITION OVERVIEW

Urban Pathways K–5 College Charter School is seeking a compassionate, community-oriented Social Worker to support the social, emotional, and behavioral needs of our students. The Social Worker serves as a central member of our student support team, providing counseling, leading school-based interventions, conducting home visits, and building partnerships with families and external agencies. The Social Worker is also the lead in truancy prevention, School Attendance Improvement Plans (SAIP), and SAP referrals, ensuring students have equitable access to services that promote academic success and personal well-being.



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CORE RESPONSIBILITIES

Student Support & Culture Intervention

- Conduct intake assessments and develop individualized service plans
- Provide short-term individual and group counseling to support behavior, trauma, and emotional wellness
- Collaborate with staff to develop and monitor behavior intervention plans (BIPs)
- Serve as an active member of the Student Assistance Program (SAP) team
- Participate in MTSS meetings and implement Tier II and Tier III supports
- Microsociety Coordinator

Family Engagement & Home Visiting

- Conduct regular home visits to assess needs, build trust, and support school re-engagement
- Communicate consistently with families around student progress, concerns, and available supports
- Facilitate family meetings to problem-solve challenges and provide wraparound services

Truancy & SAIP Leadership

- Serve as the school's lead for truancy prevention and intervention
- Coordinate and lead School Attendance Improvement Conferences (SAICs)
- Create, document, and monitor School Attendance Improvement Plans (SAIPs)
- Collaborate with county agencies, court programs, and internal staff to support re-engagement

Referrals & Community Partnerships

- Serve as the school's Homeless Liaison to ensure McKinney-Vento compliance
- Identify and refer students and families to external services including medical, mental health, housing, and food resources



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- Build and maintain partnerships with community organizations, social services, and behavioral health agencies
 - Serve as a liaison between the school and outside entities such as shelters, legal aid, and caseworkers

Staff Collaboration & Compliance

- Partner with teachers, counselors, and leadership to align supports with classroom needs
- Maintain detailed documentation of all services, meetings, and communications
- Provide professional development to staff on trauma-informed practices and student support services
- Stay informed of updates to local, state, and federal regulations affecting student services

QUALIFICATIONS & COMPETENCIES

Required:

- Master's degree in Social Work (MSW)
- Pennsylvania Licensed Social Worker (LSW) or Clinical Social Worker (LCSW) preferred
- Experience working in schools or with youth and families in urban settings
- Knowledge of MTSS, SAP, SAIP, PBIS, and truancy laws
- Strong relationship-building, communication, and case management skills
- Willingness to conduct home visits and represent the school in external meetings

Preferred:

- Familiarity with McKinney-Vento, IDEA, and social-emotional learning frameworks
- Experience developing community partnerships and navigating external referral processes

PERSONAL CHARACTERISTICS

- Calm, compassionate, and student-centered



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- Team-oriented with a growth mindset
 - Organized and detail-focused
 - Committed to equity, consistency, and positive relationships

WORK DAYS & SHIFTS

Monday through Friday, 10 months, including school hours and additional responsibilities as assigned.

SALARY & BENEFITS

- Competitive salary commensurate with experience
- Comprehensive medical, dental, and vision coverage
- Enrollment in retirement system
- Professional development aligned with leadership growth

PHYSICAL REQUIREMENTS

- Must be able to stand, walk, and sit for extended periods
- Ability to lift, carry, push, or pull up to 25 pounds occasionally
- Ability to bend, kneel, crouch, and reach to support student needs
- Must be able to speak, hear, see, and communicate clearly in English

Urban Pathways K–5 College Charter School is an equal opportunity employer. We are committed to building a diverse team and encourage applications from all qualified individuals, regardless of race, religion, national origin, gender identity, sexual orientation, or ability.