

COUNSELOR, PUPIL SERVICES AND ATTENDANCE EMPLOYMENT SELF CHECKLIST

Please use this checklist as a self-guide to ensure that you upload all necessary documents. You do not need to upload this checklist.

- **COVER LETTER**

A cover letter (maximum of 2 pages) describing your qualifications for this position and successful experience and training in the following areas:

- Providing counseling, advocacy, and case management services, to students and families;
- Analyzing data to inform attendance, behavioral, social emotional, and/or academic supports and interventions;
- Providing leadership in facilitating group processes with students, parents and community agencies;
- Ensuring protection of educational and due process rights of students including, but not limited to, students in foster care, students who are experiencing homelessness, pregnant and parenting teens, probation youth, camp returnees, students referred for expulsion, expelled students, and other students at-risk for school failure and dropout.

- **CURRENT RESUME**

Note: Your resume and cover letter will be evaluated for depth of experience related to the areas listed above, as well as your writing skills. Please ensure your documents are organized, well written, and clearly describe your training and experience.

- **OFFICIAL TRANSCRIPTS**

Candidate must open their sealed transcripts; please upload both undergraduate and graduate transcripts.

- **REFERENCES**

Please add contact information for all employment/service experiences/internships and/or volunteer experience for the past three years. You must include the following in your references:

- All employers within the last 3 calendar years (the reference MUST be from your direct supervisor)
- For Counselors and Related Services Providers - all internship and practicum assignments within the last 3 years (the reference MUST be from whomever directly supervised your work)
- All volunteer work within the last 3 years
- Personal references to cover any gaps in employment within the last 3 years
- ADDITIONAL REFERENCES MAY BE REQUIRED AT THE TIME OF INTERVIEW
- You must include a minimum of three (3) references.

- **CREDENTIAL AND OTHER DOCUMENTS**

Please upload the following documents to your online application:

- [Basic Skills Requirement](#) (e.g., CBEST or equivalent)
- California Pupil Personnel Services Credential (PPSC) authorizing K-12 service in Child Welfare and Attendance credential or credential verification from the California Commission on Teacher Credentialing (CCTC)