



LOS ANGELES UNIFIED SCHOOL DISTRICT
READY FOR THE WORLD

**Student Support Programs
Specialized Student Services and A-G Diploma Program
2024-25 School Year**

COUNSELOR, PUPIL SERVICES AND ATTENDANCE (0543)

(4 positions: District Support for Region North (1), Region East (1), Headquarters (1), Homeless Education Office (1))
Posting Date: 6/3/2024

District Support Pupil Services and Attendance counselors support staff training and development, analysis of programmatic data, and provide technical assistance and consultation to school and regional staff who are in the SSS, A-G Diploma, and HEO Programs. They assist with the planning and implementation of special projects, initiatives, and activities for identified student populations and in alignment with the division and District goals.

The Specialized Student Services (SSS) Program provides comprehensive, specialized support services to eliminate disparities in well-being, school stability, attendance, achievement, graduation, and college access for our students in foster care, experiencing homelessness, involved in the juvenile justice system, as well as students returning from probation camps and/or Los Angeles County Office of Education schools. The A-G Diploma Program supports identified students in secondary schools who are at promise or currently off track from meeting the District's A-G graduation requirements. The Homeless Education Office (HEO) and staff provide assistance to students and families experiencing homelessness in compliance with the McKenney Vento Homeless Assistance Act.

Primary Duties/Responsibilities:

- ❖ Regularly reviews and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation.
- ❖ Assists in the development of initiatives and efforts related to attendance improvement, creation of safe and welcoming school environments, student adjustment and discipline, violence prevention, and parent engagement.
- ❖ Facilitates collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders toward the goal of better outcomes for all students.
- ❖ Assists in the development of initiatives and policy and procedure bulletins in all areas related to child welfare including, but not limited to, attendance improvement, school safety, violence prevention, pupil discipline, enrollment, and dropout prevention.
- ❖ Develops and implements training to school and District personnel on California Education Code and District policies and procedures related to child welfare and attendance of students.
- ❖ Ensures protection of educational and due process rights for students including, but not limited to, students in foster care, experiencing homelessness, pregnant and parenting, juvenile justice involved, expelled or referred for expulsion, and/or at risk for school failure and dropout.
- ❖ Monitors student attendance and academic progress to support early identification and intervention with at-promise students.
- ❖ Participates in and/or facilitates multidisciplinary intervention teams including, but not limited to, Student Support and Progress Team, School Attendance Review Team, Resource Panel, and School Attendance Review Board to provide coordinated support and intervention.
- ❖ Provides evidence-based child welfare and attendance services, including advocacy and clinical case management to identified, at-promise students to facilitate student engagement, attendance, academic achievement, improve social adjustment, and school stability.
- ❖ Assesses and provides guidance to students, parents/guardians, and school staff regarding school and community resources, including alternative educational and credit recovery programs, to remove barriers to learning and high school graduation.
- ❖ Prepares referrals to the local Resource Panel, School Attendance Review Teams (SART), the School Attendance Review Board (SARB), City Attorney's Office, and District Attorney's Office.
- ❖ Collaborates with Parent Centers to provide parent workshops, promote parent engagement and empowerment in the educational process.
- ❖ Participates in school-based and/or central Crisis Response Teams.
- ❖ Performs other duties as assigned in accordance with the District/UTLA agreement.

Salary: Special Services Salary Table; 33D, B-Basis (\$97,368 - \$120,403); 221 paid days, 8-hour assignment

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

- ❖ In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- ❖ For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- ❖ Selected individual may be subject to displacement due to budget limitations.

Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email HRSupportServices@lausd.net.

- ❖ An earned master’s or advanced degree from a regionally-accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field
- ❖ A valid California Pupil Personnel Services (PPS) Credential authorizing K-12 service in Child Welfare and Attendance (CWA) **OR** hold a PPS credential and proof of enrollment in a CTC-approved CWA program **OR** proof of enrollment in a CTC-approved program to earn a PPS credential with a CWA authorization

Note: Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Special Requirements:

A valid California driver license and the ability to travel to other sites and locations throughout the District.

Desired Experience/Qualifications:

- ❖ Knowledge of the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) and District policies and procedures related to the welfare and attendance of students.
- ❖ Knowledge and understanding of human development and stages.
- ❖ Knowledge of and ability to utilize effective group and individual counseling techniques.
- ❖ Leadership skills in facilitating group processes, including consensus building, mediation, and conflict resolution.
- ❖ Ability to work effectively and cooperatively with diverse groups and individuals.
- ❖ Ability to compose and comprehend written communications.
- ❖ Ability to make formal, public presentations.
- ❖ Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives.
- ❖ Ability to cultivate and maintain positive professional District and interagency relationships.
- ❖ Ability to travel to schools, District offices, home visits, and other locations as needed.
- ❖ Mobility to traverse all areas of the work site.

District Information:

- ❖ All candidates and employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process, prior to an official offer of employment to any District site.
- ❖ **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
- ❖ **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**

Application Procedure:

Qualified applicants must submit the following application materials:

1. A cover letter that describes interest in the Student Support Programs District Support PSA Counselor, including qualifications and successful experience in the following areas:
 - Implementing tiered, direct Student Health and Human Services programs in a school setting
 - Advocating for the educational rights of targeted, underserved student including, but not limited to, students in foster care and/or involved in the juvenile justice system, and/or students experiencing homelessness
 - Planning and implementing differentiated professional development
2. A current resume (if you are a current LAUSD employee, include your employee number)
3. A list of three references that includes the current and next most recent supervisor(s) with their contact information. Reference will be verified for all applicants who are finalists for the position.

Submit application materials to:

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Applicants who are **current** LAUSD PSA Counselors must submit application materials via email inez.reveles@lausd.net. Include the following in the email subject line: "Student Support Programs District Support PSA Counselor Application (Preferred Region or Program), Applicant Name".

DEADLINE: Friday, June 14, 2024 – 5:00 P.M.

All application materials must be received by the filing deadline.

Materials sent by fax will not be accepted.