

LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division

Class Description

COUNSELOR, PUPIL SERVICES AND ATTENDANCE

Job Purpose

Pupil Services and Attendance (PSA) Counselors are child welfare advocates who utilize a three-tiered model (prevention, early intervention, and intensive intervention) to improve individual and system-wide student attendance, engagement, achievement, and graduation. PSA Counselors work directly with students who experience difficulties in achieving their academic potential due to social/emotional, home, and community barriers. PSA Counselors in specialized units provide additional support services that are needed by the specific populations they serve.

Responsible to

Director, Pupil Services or Field Coordinator, Pupil Services & Attendance or designee

The principal, for administrative direction while assigned to a school location

Other Student Health and Human Services directors, coordinators, or District administrators when assigned to their specialized programs

Functions

Essential Functions

1. Regularly review and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation.
2. Assist 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.
3. Facilitate collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders toward the goal of better outcomes for all students.
4. Assist 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.
5. Develop and implement training to school and District personnel on California Education Code and District policies and procedures related to child welfare and attendance of students.
6. Ensure protection of educational and due process rights for students including, but not limited to, students in foster care, students who are homeless, pregnant and parenting teens, probation youth, camp returnees, students referred for expulsion, students who have been expelled, and other students at-risk for school failure and dropout.
7. Monitor student attendance and academic progress to support early identification and intervention with at-risk students.
8. Participate in and/or facilitate multidisciplinary intervention teams such as Student Success Team, Coordination of Services Team, School Attendance Review Team, Resource Panel, School Attendance Review Board, Discipline Review Team, and Attendance and Dropout Prevention Team to provide coordinated support and intervention.
9. Provide evidence-based child welfare and attendance services, including advocacy and clinical case management to identified, at-risk students to facilitate student engagement, attendance, academic achievement, improve social adjustment and school stability.
10. Assess and provide guidance to students, parents/guardians, and school staff regarding school and community resources, including alternative educational and credit recovery programs, to ameliorate barriers to learning and high school graduation.
11. Prepare referrals to local Resource Panel, School Attendance Review Teams (SART), the School Attendance Review Board (SARB), City Attorney's Office, and District Attorney's Office.
12. Collaborate with Parent Centers to provide parent workshops, promote parent engagement and empowerment in the educational process.
13. Participate in school-based and/or Local Educational Service Centers (ESC) Crisis Response Teams.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

Qualifications

Education and Experience

1. An earned Master's or advanced degree of at least equivalent standard from an accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field.
2. One of the following:
 - a. One year of supervised field experience, as verified by an approved institution, in social work, school counseling, school psychology
 - b. One year of successful full-time service in a certificated position which requires a Pupil Personnel Service Credential

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Pupil Personnel Services Credential authorizing K-12 service in Child Welfare and Attendance must be in force and on file with the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. 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.
2. Ability to work effectively and cooperatively with diverse groups and individuals.
3. Understanding of human development and stages.
4. Ability to compose and ability to comprehend written communications.
5. Ability to make formal, public presentations.
6. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives.
7. Leadership skills in facilitating group processes, including consensus building, mediation, and conflict resolution.
8. Knowledge of and ability to utilize effective group and individual counseling techniques.
9. Ability to cultivate and maintain positive professional District and interagency relationships.
10. Ability to travel to schools, District offices, home visits, and other locations as needed.
11. Mobility to traverse all areas of the work site.

Health

Physical and mental fitness to engage in counseling services as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code 49406.

Special Requirements

A valid California Driver's License and the use of an automobile.

NOTE: This is a Special Services Salary Table class.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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