COUNSELOR, SECONDARY SCHOOL (0533)
BLACK STUDENT ACHIEVEMENT PLAN
(30 Positions at Selected Sites in Local Districts Central, Northwest, Northeast, South and West)

Job Description:
Applications are now being accepted for the position of Counselor Secondary School, Black Student Achievement Plan (BSAP). BSAP Counselors will provide counseling services targeting improved outcomes for black students including the early identification and intervention for barriers to academic achievement of black students, and to promote and encourage a healthy learning environment. Collaborates with the assigned core academic counselor and teachers to provide supplemental support to monitor black student achievement.

Responsible to:
Receives administrative direction from the principal, or principal’s designee; receives functional and/or technical direction from the Assistant Principal, Secondary Counseling Services, or other administrative/ supervisory staff member as designated by the principal; and technical direction from the Office of the Superintendent and the Office of School Culture, Climate and Safety.

Primary Duties/Responsibilities:
• Provides guidance to black students in matters regarding academic intervention plans, enrichment options, graduation, college entrance requirements, and scholarships; consults with parents and school personnel as a means of helping students with educational and personal problems that may be interfering with their learning and success in school. Develops and maintains student success portfolios.
• Participates in various multidisciplinary teams, such as Student Success Team (SST), Coordination of Services Team (COST), Resource Coordinating Team (RCT), and Crisis Team to identify necessary support services (e.g. counseling, assessment, and interventions).
• Collaborates with school administration and staff in developing targeted student knowledge, skills, and attitudes that promote personal, social, emotional, and academic growth.
• Provides individual and group counseling and guidance to black students in the academic, personal-social, and career domains.
• Helps targeted students effectively utilize the educational opportunities of the school; recommends available resources within the school, school system, and community to meet the needs of individual students; assists in making such referrals and contacts.
• Uses all District data systems to collect and analyze data (includes standardized test results) relative to attendance, behavior, and achievement, and communicates the assessment results to targeted students, parents, and teachers.
• Reviews accurate records documenting black student progress towards graduation such as mini-cums, grad checks, and Individualized Graduation Plans; assists in the preparation of information for entry on student cumulative records; analyzes data relevant to student needs. Prepares student reports for the BSAP Implementation and Accountability team.
• Participates in the decision-making process as it relates to the educational plan for each assigned student.
• Articulates with feeder schools and assists with the development of transition programs to support successful student matriculation between grades and school levels.
• Provides professional development and parent education workshops for black student achievement.
• Monitors and case manages student progress for black students.
• Assists in the development of the master schedule for the school site.
• Develops programs, including the delivery of guidance lessons, to address student attitudes, understanding of self and others, personal health and safety, communication skills, peer relationships, goal-setting/decision-making, conflict resolution, career awareness, college preparation, and post-secondary planning.
• Works with other counseling staff to implement a results-based comprehensive counseling program.

Other Functions:
• 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.
• Performs other duties as assigned in accordance with the District-UTLA Agreement.

Salary: Teacher Preparation Salary Table; C Basis; 204 paid days, 6-hour assignment

• 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 norm allocation and seniority-based RIF provisions or 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 contact HRSupportServices@lausd.net.

• A bachelor’s degree from an accredited college or university
• A valid California General Pupil Personnel Services (PPS) Credential or a pupil personnel services credential authorizing service in school counseling must be in force and on file in the Office of the Los Angeles County Superintendent of Schools

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

May not be filled immediately pending the filling of classroom vacancies

Desirable Qualifications:
• Completion of a District-approved internship-type program designed to provide school counseling/guidance experiences while serving as a Counseling-Assistant
• Experience working with community representatives, diverse ethnic and cultural groups, youth groups, or in social services
• Experience in individual or group counseling of school-age children
• A valid California teaching credential authorizing service in the K-12 program
• A master’s degree in Counseling or a related field
• Standard English Learner training and experience
• Knowledge, Skills, Abilities, and Personal Characteristics
• Knowledge of and experience in the use of counseling and guidance techniques with secondary students
• Ability to work effectively and cooperatively with colleagues, other District personnel, and community representatives and agencies
• Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts
The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

- Knowledge of uses, interpretation, and limitations of standardized individual and group tests
- Ability to communicate effectively with students, parents, and District personnel
- Ability to work effectively with student in an advisory capacity and with adults in a consultative role
- Understanding of the relationship between the total education program and counseling/guidance services
- Understanding of the physical, intellectual, social, and emotional growth patterns of students
- Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
- Ability to compose and comprehend written communication
- Ability to travel to other sites/locations
- Mobility to traverse all areas of the worksite
- Ability to use word processing, spreadsheet, and presentation software

**Application Procedures:**
Current and Prospective Counselors who are qualified and interested in this position must submit the following application materials:

1. Letter of intent that describes qualifications for this position and successful experience in the following areas:
   - Implementing tiered counseling support in a school community or community setting
   - Analyzing data to inform behavioral, social emotional, and/or academic support and intervention
   - Implementing strategies designed to combat/address disproportionality and improve student academic performance
2. Current résumé (If you are a current LAUSD employee, include your employee number)
3. List of three references that includes the current and next most recent supervisor(s) with their contact information.

References will be verified for all applicants who are finalists for the position.

Application materials must be emailed to the Office of the Superintendent Lucy Escalante at lucy.escalante@lausd.net. Include the following in the email subject line: “BSAP Counselor, Applicant Name”. Please do not send hard copies of application materials.

**DEADLINE: Open until filled**

COVID-19 Vaccination is a condition of employment for the Los Angeles Unified School District. To learn more about this requirement, please visit [https://teachinla.co/vaxFAQ](https://teachinla.co/vaxFAQ).

Only applications submitted electronically will be accepted.