



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
ALL YOUTH ACHIEVING

**Belmont Senior High School**

**TITLE III IMMIGRANT NEWCOMER COUNSELOR**  
**Counselor, Secondary (0533)**

(1 Position)

Posting Date: 04/21/21

Under the direction of the Principal, the Title III Immigrant Newcomer Counselor works collaboratively with immigrant newcomer students and their families, teachers, administrators and other staff to provide enhanced and supplemental opportunities to immigrant children and youth and ensure that immigrant students meet the same challenging grade level and graduation standards as all students. This position may not be used to reduce the student to counselor ratio. This position does not carry a caseload.

**Primary Duties/Responsibilities:**

- ❖ Consults with the administrative staff and refers EL immigrant newcomer students for supplementary counseling, psychological evaluation and case conferences.
- ❖ Participates in the Student Support and progress team (SSPT) to identify supplemental support services for immigrant newcomer students.
- ❖ Collaborates with school administration and staff in developing immigrant newcomer student knowledge, skills, and attitudes that promote personal, social, emotional, and academic growth.
- ❖ Participates in the development of the educational plan of the school, as an advocate for immigrant newcomer student success.
- ❖ Assists and connects students with appropriate school and community resources and opportunities.
- ❖ Collects and analyzes data relevant to immigrant newcomer student needs.
- ❖ Designs and conducts immigrant newcomer parent education workshops.
- ❖ Provides counseling to immigrant newcomers individually or in groups for targeted career awareness, college preparation and post-secondary planning; validate coursework students took in their home countries to determine their progress toward graduation.
- ❖ Identifies appropriate evidenced-based interventions for immigrant newcomers and collaborates in their implementation.
- ❖ Conducts initial intake with immigrant newcomer students.
- ❖ Observes immigrant newcomer students in instructional setting to identify additional supports needed.
- ❖ 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 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 call (213) 241-6520.*

- ❖ Permanent certificated employee of the Los Angeles Unified School District.
- ❖ A bachelor's degree from an accredited college or university.
- ❖ A valid California Pupil Personnel Services Credential authorizing service in school counseling.

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



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### Desirable Experience/Qualifications:

- ❖ A valid California driver license and the ability to travel to other sites and locations throughout the District.
- ❖ A master's degree in Counseling or a related field.
- ❖ Completion of a District-approved internship-type program designed to provide school counseling and 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.
- ❖ Skills in collaborative team-building.
- ❖ Knowledge and experience with MyData, ISIS, MiSIS, and other District reporting and tracking systems.
- ❖ Knowledge of and ability to plan, design, and implement differentiated professional development.
- ❖ Knowledge of and experience in the use of counseling and guidance techniques with secondary students.
- ❖ Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts.
- ❖ Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
- ❖ Ability to communicate effectively orally and in written form with all stakeholder groups.
- ❖ Ability to work effectively and cooperatively with colleagues, other District personnel, and community representatives and agencies.
- ❖ Ability to work effectively with students in an advocacy capacity and with adults in a consultative role.
- ❖ Understanding of the relationship between the total education program and counseling and guidance services.
- ❖ Ability to compose and comprehend written communication.
- ❖ Ability to create, edit documents using Microsoft software or equivalent software with MyData, MiSiS, and other District reporting and tracking systems.
- ❖ Poise, tact, good judgment, and commitment to the education of all students.

### Application Procedures:

Interested applicants must submit the following as email attachments:

1. Current resume (include employee number)
2. Letter of intent that describes successful experience in the following areas:
  - a. Collaborating with District offices, teachers, families, and school-site administrators to support student needs
  - b. Advocating for supports for students of a target student population
  - c. Analyzing data to identify evidence-based interventions for students.
3. List of three (3) references with their contact information (one must be from the current immediate supervisor).  
References will be verified for all applicants who are finalists for the positions.

### Submit application materials to:

Application materials must be sent electronically to Principal Dr. Elsa Mendoza at [elsa.mendoza@lausd.net](mailto:elsa.mendoza@lausd.net).

In the email subject line please indicate the following: "Time Sensitive – Title III Immigrant Newcomer Counselor Application".

**DEADLINE: Friday, May 14, 2021 - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**