

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Student Health and Human Services**

**PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543)**  
**SPECIAL ASSIGNMENT: CITY PARTNERSHIP-YOUTHSOURCE SYSTEM**  
**(2 positions: LD Northeast)**

**Background:**

In an effort to address the high dropout rate in the City of Los Angeles, the City of Los Angeles Economic and Workforce Development Department (EWDD) and LAUSD Pupil Services collaborated to develop a comprehensive dropout recovery model. Since 2012, the City Partnership Program has re-engaged disconnected youth into educational and vocational pathways in selected communities with the highest dropout rates. Pupil Services and Attendance Counselors have been co-located within City of Los Angeles YouthSource Centers and community based organizations in order to serve our students collaboratively. These re-engagement centers also serve as an integral component of the Truancy Diversion Program where students who have been found violating the Daytime Curfew Law are referred for assessment and support. Pupil Services is expanding this partnership to include three of America's Job Centers of California (AJCCs) located in the Southeast County of Los Angeles to increase service delivery to LAUSD students who reside outside of the City of Los Angeles boundaries.

**Job Description:**

Applications are now being accepted for the position of Pupil Services and Attendance Counselor, YouthSource City Partnership. This Counselor will work primarily with out of school youth and students referred by the Truancy Diversion Program to provide direct services, resources and linkage to YouthSource Centers and AJCCs. The position requires an adjusted work schedule to accommodate the needs of each center, including some evening and weekend hours, and effective start date will be July 19, 2021. PSA Counselors will be co-located in YouthSource Centers and AJCCs throughout the district boundaries. Each PSA Counselor will report directly to the Pupil Services administrator, under the direction of the Director of Pupil Services, and under the day-to-day supervision of agency site administrator(s). Positions are subject to review for renewal on an annual basis. For additional information regarding the classification, job duties, and minimum requirements, please see the class description here:

<http://achieve.lausd.net/Page/4044>.

**Salary: Special Services Table; 33D B Basis, Option 6; 221 paid days, 8 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

**Primary Duties and Responsibilities:**

- Work collaboratively with the City of Los Angeles YouthSource system and/or County of Los Angeles America's Job Centers of California to establish and strengthen outreach, service delivery, linkage to education and vocational pathways
- Conduct assessments for disengaged students and students referred through the Truancy Diversion Program (Law Enforcement/School Police) in accordance with program requirements
- Link students to appropriate resources and programs in the school district and community that support each student's goals and enrollment in an appropriate educational setting
- Develop and collaborate with community partnerships, parent connections and utilize alternative educational pathways to reengage students
- Regularly visit comprehensive and alternative educational sites to outreach and promote services available at YouthSource Center and/or AJCCs
- Collaborate with Pupil Services colleagues and other District support staff to ensure appropriate school placement
- Conduct trainings for YouthSource Center and/or AJCC staff related to attendance, dropout prevention and recovery, and educational related topics
- Collect student outcome data that will be utilized in providing program outcome measures
- Maintain documentation of services; adhere to all legal mandates regarding limitations of confidentiality

- Attend monthly staff development with the LAUSD Program Administrator and other meetings as required by the Program Administrator or Director
- Perform related duties as assigned

**Minimum Qualifications:**

- An earned Master's, or advanced degree of at least equivalent standard from an accredited college or university in the field of Social Work, Counseling, or Psychology.
- A California Pupil Personnel Services (PPS) credential with authorization in K-12 Child Welfare and Attendance (CWA) services
- A valid CA Driver's License and the use of an automobile to travel District Wide.
- Physical and mental fitness to engage in services as a Lead Counselor, as certified by a licensed physician or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

**Desirable Qualifications:**

- Permanent certificated employee of the Los Angeles Unified School District
- At least one year of successful full time certificated service in a position requiring a PPS credential
- At least two years of successful full-time certificated school based experience as a Pupil Services and Attendance Counselor, A-G PSAC, or Specialized Student Services Counselor with at least one year of experience in a secondary setting
- Knowledge of the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) as they relate to the welfare of students and to the practices and procedures of pupil personnel services
- Proficient in planning, organizing, establishing priorities and managing time with minimal supervision
- Knowledge of and demonstrated experience working with and understanding the needs of high risk student populations and communities
- Knowledge and experience working with dropout prevention and recovery programs
- Knowledge of A-G Graduation Requirements, credit recovery and transcripts
- Knowledge of the District's Alternative Education and Adult Education Programs
- Demonstrated experience assessing and evaluating student transcripts and identifying high school completion options for Youth
- Demonstrated experience with assessing the psycho-social and educational needs of students
- Demonstrated experience successfully advocating for the educational rights of targeted students including, but not limited to students in foster care, experiencing homelessness, involved in the juvenile justice system, pregnant and parenting, camp returnees, etc.
- Demonstrated experience working with youth involved in the juvenile justice system, experiencing homelessness, and/or in foster care
- Demonstrated experience working collaboratively with administrators, staff, parents, and students
- Demonstrated experience working with law enforcement groups, courts, Department of Mental Health, Department of Public Social Services, Los Angeles Homeless Services Authority, and community based organizations and agencies
- Training and/or experience in college and career counseling
- Strong written/oral communication skills, including public speaking skills and experience providing formal, public presentations to stakeholders
- Proficient knowledge of Student Information Systems (MyData, MiSiS, MiSiS Focus, Welligent) and other computer software applications including MS Word, Excel and Powerpoint
- Ability to speak a language in addition to English, preferably one of the predominant languages used by segments of the students' population
- Ability to work and communicate effectively with linguistically and culturally diverse populations and socio-economic groups

**Application Procedure:**

Current Pupil Services and Attendance (PSA) Counselors who are interested in this position should submit a letter of intent, including reasons for interest in the position and relevant experience and training; a resume including employee number; and three references, one of which must be from the current or most recent supervisor. References will be verified for all applicants who are finalists for the position. *Prospective applications who are not current PSA Counselors must first apply to be a PSA Counselor here:*

<http://achieve.lausd.net/site/Default.aspx?PageID=10813>

Application materials must be emailed to Pupil Services and Attendance to Jessica Gonzalez at [jxg8850@lausd.net](mailto:jxg8850@lausd.net). Include the following in the email subject line" "YouthSource Counselor, PSA; Applicant Name". Please do not send hard copies of application materials.

***DEADLINE: Open until filled.***

All application materials must be received by the filing deadline.

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

