



LOS ANGELES UNIFIED SCHOOL DISTRICT

Division of Instruction • A-G Intervention and Support • Academic Counseling Services

Division of Student Health and Human Services • Pupil Services

Counseling Support Services Role Delineation

Position:
Academic Counselor

Type: Core
Role: Direct Services

Location:
Normed per secondary school

Supervisor:
Principal or Designee

Targeted Students:
Universal

Purpose/Goals:
Provides counseling services to secondary students for the early identification and intervention for barriers to academic achievement of students, and to promote and encourage a healthy learning environment

Responsibilities:
Uses data to program and place all students into academically appropriate and rigorous classes that will prepare them to meet all graduation and A-G requirements

Provides guidance to students in matters regarding graduation, college entrance requirements; 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

Position:
Academic Counselor
(College Counseling Area of Focus)

Type: Supplemental
Role: Direct Services

Location:
Selected high schools based on site budgeting

Supervisor:
Principal or Designee

Targeted Students:
Universal

Purpose/Goals:
Primary function of identifying for students the coursework and preparation needed for college admission and assisting high school seniors and their families in the college application and financial aid processes

Responsibilities:
Assisting students and their parents in identifying colleges and universities that meet the particular needs of each student

Publicizing and providing information about college readiness, mentorship and student support programs for 9th through 12th grade students

Provides professional development to school staff on best practices in creating a college going culture

Position:
College Empowerment,
School Social Worker

Type: Supplemental
Role: Direct Services

Location:
Zone of Support:
Comprehensive HS
Options HS

Supervisor
A-G Diploma Program,
Specialist, Headquarters

Targeted Students:
Tier 1/ On-Track students in foster care, living in poverty, experiencing homelessness, and/or English Learners

Purpose/Goals:
Mitigates barriers to college access for underrepresented student populations

Responsibilities:
Increases access to college pathways

Advocates for student educational rights and resources and provides personalized support to targeted and underrepresented students

Motivates students in setting goals, developing action plans, planning for college, and navigating the college application process in their assigned schools

Position:
A-G Diploma Program,
Pupil Services and Attendance
(PSA) Counselor

Type: Supplemental
Role: Direct Services

Location:
Zone of Support:
Comprehensive HS
Options HS
Select Middle Schools

Supervisor
A-G Diploma Program, PSA
Specialist

Targeted Students:
Tier 2 & Tier 3
identified through MiSiS AdHoc

Purpose/Goals:
Focus on dropout prevention, A-G intervention and credit recovery, supporting transition and articulation, and college and career readiness

Responsibilities:
Case management for off-track tier 2 and 3 students to meet A-G & culmination graduation requirements, teach high school preparedness, support transitioning students from middle school to high school

Determine the progress of at risk groups/specialized populations based on attendance trends, graduation/A-G progress and identify interventions

Support student transition to and from the Options schools

Position:
A-G Diploma Program,
Lead PSA Counselor

Type: Supplemental
Role: Technical Support/Direct Services

Location:
6 Local District
1 Headquarters

Supervisor
A-G Diploma Program, PSA
Specialist

Targeted Students:
Tier 2 & Tier 3 identified through MiSiS AdHoc

Purpose/Goals:
Focus on dropout prevention, A-G intervention and credit recovery, supporting transition and articulation, college and career readiness, provide technical support to school-site PSA counselors, and direct services as needed

Responsibilities:
Supports the development, planning, and implementation of services to increase the attendance, academic achievement, graduation and career/college readiness of students served

Provide ongoing support, professional development/training, and technical assistance to school/agency-based program staff and other stakeholder groups

Provide direct services as needed



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Division of Instruction • A-G Intervention and Support • Academic Counseling Services

Division of Student Health and Human Services • Pupil Services

Administrative Counseling Support Services Role Delineation

Position:
Counseling Coordinator

Type:
Core
Role:
Administrative Support

Location:
6+ Local District
2 Headquarters

Supervisor:
Local District

Director-Academic & Counseling Services, Headquarters

Targeted Students:
Universal

Purpose/Goals:
Assists in developing and implementing District-wide K–12 counseling services

Collaborates to ensure data-driven, results-based counseling support services and programs for all K–12 students

Responsibilities:
Uses student-centered data to design and implement LD professional development for K-12 counselors regarding the District's comprehensive counseling and guidance program and the National Model and State Standards for School Counselors

Assists Local District and school staff in developing, implementing, and monitoring K-12 counseling services

Position:
College Counseling Coordinator

Type:
Supplemental
Role:
Administrative Support

Location:
6 Local District
2 Headquarters

Supervisor:
Local District

Director-Academic & Counseling Services, Headquarters

Targeted Students:
Universal

Purpose/Goals:
Collaboratively designs, coordinates, and manages learning opportunities focused on college readiness, planning, applying, and successfully transitioning and persisting in college

Responsibilities:
Supports the implementation of Naviance

Develops and delivers professional development on college readiness strategies to guide students to effectively utilize the educational opportunities of the school

Builds the capacity of school counselors, staff and families to support and promote academic preparation and planning for college and career readiness

Position:
A-G Diploma Program, Pupil Services and Attendance Coordinator

Type:
Supplemental
Role:
Administrative Support

Location:
1 Headquarters

Supervisor:
Director, Pupil Services

Targeted Students:
Universal

Purpose/Goals:
Provide administrative support and evaluate specialists

Oversees the College Empowerment and A-G Diploma programs

Responsibilities:
Provides administrative oversight to approximately 150 employees

Maintains ongoing communication and collaboration with Division of Instruction, Principals and Local District staff

Provides LAUSD SHHS executive and Pupil Services leadership with regular updates on program implementation and progress

Position:
A-G Diploma Program, Pupil Services and Attendance Specialist

Type:
Supplemental
Role:
Administrative Support

Location:
6 Local District
1 Headquarters

Supervisor:
A-G Diploma, Pupil Services and Attendance Coordinator, Pupil Services

Targeted Students:
Universal

Purpose/Goals:
Provide administrative support and evaluate lead counselors and school-site counselors

Responsibilities:
Program development, implementation, and management of staff development and trainings

Collaborates with school site/District staff to implement school-specific and/or District-wide initiatives and activities to improve attendance, and graduation rates and reduce dropout rates

Regularly reviews and assesses data related to student enrollment, attendance, behavior support, adjustment, academic achievement and progress towards graduation

FOR MORE INFORMATION:

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