

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543)
SPECIAL ASSIGNMENT: CITY PARTNERSHIP - FAMILYSOURCE SYSTEM
(Central and West)

Background:

The FamilySource Partnership Program (FSPP) is a collaborative effort between the Los Angeles Unified School District (LAUSD) and the City of Los Angeles Housing and Community Investment Department (HCID), which began in 2014. This program serves students, primarily between the ages 5-17, and families throughout LAUSD and the City of Los Angeles. Pupil Services and Attendance (PSA) Counselors are co-located at FamilySource Centers (FSC) to address barriers to academic success and provide academic consultation. In the 2021-2022 school year, the FSPP will expand to 16 centers located throughout the City of Los Angeles.

Job Description:

Applications are now being accepted for the position of Family Source System Partnership PSA Counselor. This counselor will provide prevention and intervention services, working primarily with families with students ages 5-17 referred by local schools, community agencies and walk in clients in collaboration with the FamilySource staff. In addition, counselors will serve students referred through the Los Angeles School Police (LASPD) Diversion Program. The position requires an adjusted work schedule to accommodate the needs of each center, including some evenings and weekend hours, and effective start date will be July 19, 2021. 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: <https://achieve.lausd.net/Page/4625>.

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 City of Los Angeles FamilySource system, students and families, Pre-K-12th grade
- Support the identification of students who may qualify for exemptions from district graduation requirements
- Assess psycho-social and educational needs of students
- Conduct assessments for families seeking services at the FSC and students referred through the LASPD Diversion Program
- Provide parent training, individual and group counseling services
- Develop and collaborate with community partnerships, parent connections and utilize alternative educational pathways to reengage students
- Collaborate with District personnel, including early childhood education initiative and primary centers to develop linkages and support for students and families
- Collaborate with student school of residence/attendance ensuring proper linkage to services and interventions
- Regularly visit comprehensive and alternative educational sites, Wellness Centers and community agencies to outreach and promote services available at FamilySource Center
- Conduct trainings for FamilySource Center staff related to attendance, dropout prevention and recovery, parent engagement and other education related topics
- Outreach support for families receiving Voluntary Family Maintenance (VFM) services through Los Angeles County DCFS
- 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
- Collaborate with school-based PSA and specialized units to target attendance with proper linkage to services and interventions

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
- Proficiency in planning, organizing, establishing priorities and managing time with minimal supervision
- Licensed clinician or on track to be licensed and registered with the Board of Behavioral Sciences
- 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 and understanding the needs of high risk student populations and communities
- Demonstrated experience engaging and involving parents, caregivers, and families, and providing parent/student presentations
- Demonstrated knowledge and experience working with youth referred by the juvenile court system
- Demonstrated experience working successfully in a Community Based organization or agency
- Demonstrated experience successfully developing and maintaining positive working relationships with law enforcement groups, DCFS, and other community agencies
- Knowledge and demonstrated experience working collaboratively with administrators, staff, parents, and students
- Knowledge and experience implementing the District's Attendance and Enrollment Policies, Special Education policies, and collaborating with Alternative and Adult Education Programs
- Knowledge of 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
- Knowledge and experience working with and implementing dropout prevention and recovery programs
- Strong written/oral communication skills, including public speaking skills and experience providing formal, public presentations to stakeholders
- Proficient knowledge of Student Information Systems (e.g., MiSiS, MyData, ISIS) 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
- Bilingual desired

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:*

<https://achieve.lausd.net/Page/4625>

Application materials must be emailed to Pupil Services and Attendance to Jessica Gonzalez at jxg8850@lausd.net. Include the following in the email subject line: "FamilySource 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.