



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



### **PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543)** **SPECIAL ASSIGNMENT: LEAD COUNSELOR, PUPIL SERVICES AND ATTENDANCE** (Vacancy: Local District Northeast)

#### **Job Description:**

Applications are now being accepted for the position of Lead Counselor, Pupil Services and Attendance. Lead counselors work with Pupil Services administrators to ensure that the educational needs of students served within the assigned local district/program are met. Each lead counselor will report directly to the Pupil Services program administrator(s), under the direction of the Director, Pupil Services. Positions may require adjusted work schedule according to program needs. These 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>.

#### **The Lead Counselor may perform the following duties, during their additional work days:**

- Support and monitor program services, activities, and documentation in alignment with federal, state, District, and program accountabilities and mandates (e.g., comprehensive academic/psycho-social and educational assessments, child welfare and attendance protocols and interventions, compulsory education interventions, Individualized Graduation Plans, collaboration with K-12 Counseling/academic counselors to support and ensure the identification of students who may qualify for exemptions from District graduation requirements)
- Support the development, planning, and implementation of services to increase the attendance, academic achievement, graduation and career/college readiness of students served
- Provide on-going support, professional development/training, and technical assistance to school/agency-based program staff and other stakeholder groups
- Support the development and revision of District and program child welfare and attendance, as well as dropout prevention, intervention, and recovery protocols, policies, and procedures
- Support the identification and development of tools and best practices to improve program and service efficacy

#### **Primary Duties/Responsibilities:**

- Regularly review and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation.
- Assist in the development of initiatives and efforts related to attendance improvement, creation of safe and welcoming school environments, student adjustment and discipline, violence prevention, and parent engagement.
- Facilitate collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders toward the goal of better outcomes for all students.
- Assist in the development of initiatives and policy and procedure bulletins in all areas related to child welfare including, but not limited to, attendance improvement, school safety, violence prevention, pupil discipline, enrollment and dropout prevention.
- Develop and implement training to school and District personnel on California Education Code and District policies and procedures related to child welfare and attendance of students.
- Ensure protection of educational and due process rights for students including, but not limited to, students in foster care, students who are homeless, pregnant and parenting teens, probation youth, camp returnees, students referred for expulsion, students who have been expelled, and other students at-risk for school failure and dropout.
- Monitor student attendance and academic progress to support early identification and intervention with at-risk students.
- Participate in and/or facilitate multidisciplinary intervention teams such as Student Success Team, Coordination of Services Team, School Attendance Review Team, Resource Panel, School Attendance Review Board, Discipline Review Team, and Attendance and Dropout Prevention Team to provide coordinated support and intervention.
- Provide evidence-based child welfare and attendance services, including advocacy and clinical case management to identified, at-risk students to facilitate student engagement, attendance, academic achievement, improve social adjustment and school stability.
- Assess and provide guidance to students, parents/guardians, and school staff regarding school and community resources, including alternative educational and credit recovery programs, to ameliorate barriers to learning and high school graduation.

- Performs other duties as assigned.

**Salary: Special Services Salary Table; 33D B Basis, 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 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](mailto:HRSupportServices@lausd.net).*

- An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university in the field of counseling, social work, educational psychology, education, or other related field
- One year of supervised field experience, as verified by an approved institution, in social work, school counseling, school psychology **OR** one year of successful full-time service in a certificated position which requires a Pupil Personnel Service Credential
- A valid California Pupil Personnel Services (PPS) Credential authorizing K-12 service in Child Welfare and Attendance (CWA)

**Special Requirement:**

- A valid California driver license and the use of an automobile

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

**Desirable Qualifications:**

- Permanent certificated employee of the Los Angeles Unified School District
- Demonstrated experience with assessing the psycho-social and educational needs of students
- Strong written/oral communication skills, including public speaking skills and experience providing formal, public presentations to stakeholders
- Knowledge and expertise in utilizing Student Information Systems (e.g., MyData and MiSiS) and other computer software applications including Microsoft Word, Excel, and PowerPoint
- Licensed clinician or on track to be licensed and registered with the Board of Behavioral Sciences
- Strong ability to engage and involve parents, caregivers, and families
- Proficiency in planning, organizing, establishing priorities, and managing time with minimal supervision
- Demonstrated successful experience leading collaborative efforts and multidisciplinary teams to improve student outcomes
- Demonstrated experience analyzing and sharing multiple student outcome measures and program service data to identify best practices or gaps in service delivery
- Demonstrated knowledge and experience working with and understanding the needs of high risk student populations and communities
- Demonstrated knowledge of the District's Alternative and Adult Education Programs
- Demonstrated knowledge and experience working with dropout prevention and recovery programs
- Demonstrated experience working collaboratively with administrators, staff, parents, students, and community partners
- Demonstrated 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
- Demonstrated experience successfully implementing absence prevention, targeted and intensive interventions to improve student attendance and achievement
- 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 knowledge of laws and policies that ensure the protection of the educational rights of special student populations
- Ability to work and communicate effectively with linguistically and culturally diverse populations and socio-economic groups
- Ability to speak a language in addition to English, preferably one of the predominant languages used by segments of the students' population

**Application Procedures:**

Current Counselors, Pupil Services and Attendance 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, direct student health and human services programs in a school setting
  - Analyzing data to inform attendance, behavioral, social emotional, and/or academic support and intervention
  - Implementing strategies designed to reduce chronic absenteeism, and improve child welfare and attendance programs or services
2. Current résumé (include 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 Pupil Services and Attendance to Jessica Gonzalez at [jxg8850@lausd.net](mailto:jxg8850@lausd.net). Include the following in the email subject line: **“Lead 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.**