LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543)
SPECIAL ASSIGNMENT: LEAD COUNSELOR, PUPIL SERVICES AND ATTENDANCE
Local District South

Job Description:
Applications are now being accepted for the position of Lead Counselor, Pupil Services and Attendance. Lead Pupil Services and Attendance 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 of Pupil Services. Position 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.

Salary: Special Services 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 budget limitations

Primary Duties and Responsibilities:
• 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
• Develop and coordinate parent/caregiver education and other stakeholder groups/workshops
• Create, analyze, monitor and disseminate program/Local District specific data reports
• Collaborate with District and non-District personnel to ensure appropriate and coordinated services are provided for students, families, and schools
• Develop and leverage community partnerships in support of graduation attainment and college/career readiness for all students
• 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
- 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 and/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

EXTENDED DEADLINE: Friday, October 18, 2019 – 5:00 p.m.

All application materials must be received by the filing deadline.
MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED

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.

Application materials must be emailed to Pupil Services and Attendance via email to Rosa Lemos at rosa.lemos@lausd.net. Include the following in the email subject line: “PSA Counselor, Lead Counselor; Applicant Name.” Please do not fax or send hard copies of application materials.

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