



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

### PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543) Special Assignment: Homeless Education Office

Posting Date: November 7, 2022

#### **Program Information:**

The Homeless Education Office ensures compliance with the McKinney-Vento Homeless Assistance Act, which requires school districts to provide advocacy and assistance to remove barriers while supporting the educational stability and success of students. Pupil Services and Attendance (PSA) Counselors in the program advocate for Los Angeles Unified School District (LAUSD) students experiencing homelessness, throughout the District. A partnership with the Los Angeles Homeless Services Authority (LAHSA), Los Angeles County of Education (LACOE), and LAUSD's Homeless Education Program, provides that PSA Counselors are co-located at five Service Planning Areas (SPAs 2, 4, 5, 6, and 8). These include both Family and Youth Coordinated Entry System Sites (CES's) for families and youth, where PSA Counselors identify students and then provide intervention and support for their education at LAUSD schools.

#### **Job Purpose:**

Applications are now being accepted for the position of PSA Counselor, Homeless Education Office. The PSA Counselor will foster linkages between transition age youth in the Youth CES system and children from families in the Family CES system, supporting education enrollment and services for students experiencing homelessness. Additionally, PSA Counselors will provide education and training support to CES agencies on educational rights of homeless youth, strategies for navigating the education system and supporting students, as well as strengthening and streamlining referral processes between education and housing systems.

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

- Participates in agency care- coordination meetings to provide CES staff with updates on educational referrals, services rendered and collaborate to determine what resources are needed to improve the educational and/or vocational outcomes.
- Ensures that the CES Education Coordinator has an in depth understanding of the CES, the resources within the system, and the eligibility across different resources.
- Regularly reviews and assesses data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation.
- Facilitates collaborative partnerships with CES/housing agency staff members to link homeless youth to appropriate educational/vocational resources and programs within the school systems (i.e., district or charter, post-secondary or vocational).
- Connects with the local LEA Homeless Liaisons within the designated SPA to ensure students experiencing homelessness are reconnected back into school. Facilitate access to resources, materials and support to stay in school and fulfill their academic goals. Meets with children and families referred to Family CES to assess barriers that may prevent a student from attending school regularly and progressing academically
- Conducts a comprehensive assessment to determine what resources are needed to stabilize and support the child
- Creates an individualized intervention plan to effectively address and document all interventions in LAUSD Student Health and Human Services case management system
- Monitors student attendance and academic progress to support early identification and intervention with at-risk students
- Conducts community outreach to shelters, hotels, and other community agencies providing services to students and families facing housing instability.
- Supports the identification of students who qualify for exemptions from district graduation requirements
- Attends monthly staff development with the LAUSD Program administrator and other meetings as required
- Provides training to the CES staff on LAUSD Homeless Education Office services, educational rights and protections per McKinney-Vento legislation, compulsory attendance laws, and LAUSD attendance expectations
- Facilitates collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders.
- Performs other duties as assigned in accordance with the District-UTLA Agreement

#### **Salary: Special Services Table; 33D, B Basis Option 6 (\$81,821 – 101,895); 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 call (213) 241-6520.

- Current employment as a Pupil Services and Attendance Counselor (0543) **OR** an earned master's or advanced degree of at least equivalent standard from a regionally-accredited college or university in the field of counseling, social work, psychology, 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 (PPS) Credential.
- A California Pupil Personnel Services Credential (PPSC) authorizing K-12 service in Child Welfare and Attendance **OR** Hold a PPS credential and proof of enrollment in a CWA program **OR** proof of enrollment in a university PPSC with a CWA certificate program.

Employees who have been issued a below standard Performance Evaluation or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

## **Special Requirement**

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

## **District Information:**

All candidates and employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site.

## **Desirable Experience/Qualifications:**

- Demonstrated experience with assessing the psycho-social and educational needs of students.
- Demonstrated experience collaborating with governmental and non-governmental organizations, including homeless service providers.
- Demonstrated ability to develop and maintain positive working relationships and partnerships with community agencies.
- 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 collaboratively with administrators, staff, parents, students, and community partners.
- Strong ability to engage and involve parents, caregivers, and families.
- Strong written/oral communication skills, including public speaking skills and experience providing formal, public presentations to stakeholders.
- Knowledge and experience working with and understanding the needs of at-risk student populations and communities.
- Knowledge and expertise in utilizing Student Information Systems (e.g., MyData and MiSiS) and other computer software applications including Microsoft 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 qualified and interested in this position must submit the following application materials to Student Support Programs via email to Inez Reveles-Sieracki at [inez.reveles@lausd.net](mailto:inez.reveles@lausd.net). Include the following in the email subject line: Special Assignment: Homeless Education Office, PSA Counselor, Applicant Name.

1. A letter of intent that describes qualification for this position and successful experience in the following areas:
  - Providing counseling and advocacy services to students and families
  - Supporting students to meet the requirements for high school graduation
  - Implementing tiered intervention strategies to support the academic success of students
  - Utilizing data to identify students in need of dropout prevention support and services
2. A current resume (including employee number if you are an LAUSD employee)
3. A list of three references that includes the current and next most recent supervisor(s) with their contact information

**Prospective applicants who are not current PSA Counselors must first apply to become a PSA Counselor at <https://achieve.lausd.net/Page/17581> and include the applications materials outlined above in addition to those listed on the [application packet](#).**

Once the online application is complete, send an email Student Support Programs via Inez Reveles-Sieracki at [inez.reveles@lausd.net](mailto:inez.reveles@lausd.net). Include the following in the email subject line: Special Assignment: Homeless Education Office, NEW PSA Counselor, Applicant Name. In the body of the email, indicate intent to apply for the Homeless Education Office and that the online PSA Counselor application is complete.

**DEADLINE: Friday, November 18, 2022 – 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.**