



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services



PUPIL SERVICES AND ATTENDANCE COUNSELOR (0543)
SPECIAL ASSIGNMENT: SCHOOL ATTENDANCE REVIEW BOARD (SARB)
(Multiple Locations)

B-Basis

Job Description:

Applications are now being accepted for the position of School Attendance Review Board (SARB) Chairperson/PSA Counselor. SARB Chairpersons facilitate a multi-disciplinary, multi-agency panel that meets with high-risk students and families referred by school sites after interventions have failed to result in significant improvements in attendance and/or behavior. The SARB panel's charge is to attempt to resolve long standing problems of poor attendance and/or behavior and to provide resources for referred families in order to keep the students out of the juvenile justice system. SARB Chairpersons are directly accountable to the Local District Field Coordinator.

For additional information regarding the classification, job duties, and minimum requirements, please see the class description here: <http://achieve.lausd.net/Page/4044>

Primary Duties and Responsibilities:

- ✓ Schedule and facilitate Local District Resource Panel at least twice each month to review case presentations by school site PSA Counselors and other District staff for possible School Attendance Review Board (SARB) referral;
- ✓ Facilitate the establishment and maintenance of the Local District SARB panel, whose membership mirrors the diverse needs, strengths, and cultures of the students and families of that local school community;
- ✓ Act as Chairperson of the SARB whose members are representatives from LAUSD staff, local community organizations and agencies, Probation, Law Enforcement, Court, Department of Children and Family Services (DCFS) agencies;
- ✓ Schedule SARB meetings according to Local District needs with a minimum of one SARB meeting monthly;
- ✓ Organize case management materials and schedule formal updates on the cases that have been referred to the SARB, reviewing for SARB Contract compliance;
- ✓ Refer families who have been through the SARB process but failed to improve attendance and/or comply with the conditions of the SARB contract to the City Attorney (CA) or the District Attorney's (DA) Truancy Mediation Program as appropriate for further legal action;
- ✓ Maintain statistical records of Resource Panel, SARB, DA and CA filings for District and County SARB annual reports;
- ✓ Assist with the implementation and training of school based School Attendance Review Teams (SARTs);
- ✓ Collaborate with school site based and other Probation Officers, and DCFS social workers as necessary;
- ✓ Testify as custodian of records in Juvenile Court cases that have been referred to the District Attorney;
- ✓ Assist in the training of site based administrators and other school staff in the notification requirements, habitual truancy classification, intervention process, and preparation of case materials for RP and SARB referrals in schools where there is no purchased PSA Counselor;
- ✓ Assist district administrators in developing and implementing Chronic Absence prevention and intervention strategies;
- ✓ Assist district administrators in the development of legally compliant, effective Attendance Improvement and Dropout Prevention Plans;
- ✓ Perform related duties as assigned in accordance with District/UTLA Agreement

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

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.*

- An earned Master's or advanced degree of at least equivalent standard from an accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field.
- A California Pupil Personnel Services Credential authorizing K-12 service in Child Welfare and Attendance is required.
- A Pupil Services and Attendance Counselor

Special Requirements

- A valid California Driver License
- Automobile insurance
- Ability to drive to sites and locations within LAUSD

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

Desired Qualifications:

- Proficiency in planning, organizing, establishing priorities and managing time with minimal supervision
- Knowledge and experience working with and understanding the needs of high risk student populations and communities
- Knowledge of the District's Alternative Education Programs and Adult Education Programs
- Knowledge and experience working with dropout prevention and recovery programs
- Strong oral/written communication skills
- Proficiency with Student Information Systems (MyData, ISIS, SIS, MiSiS) and other computer software applications including MS Word, Excel, Access, and PowerPoint
- Experience working collaboratively with administrators, staff, parents and students
- Able to maintain a positive working relationship with law enforcement groups, courts and other community agencies
- 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
- Ability to work and communicate effectively with diverse populations and socio-economic groups
- Bilingual Spanish

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 to Jessica Gonzalez at jxg8850@lausd.net and include the following in the email subject line: "PSA Counselor, SARB Chair/ 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