

Los Angeles Unified School District

Human Resources Division

PSYCHIATRIC SOCIAL WORKER EMPLOYMENT SELF CHECKLIST

Please use this checklist as a self-guide to ensure that you upload all necessary documents. You do not need to upload this Checklist.

COVER LETTER:

Must be a maximum of two pages; describe your experience and training by covering all four areas:

- Utilizing a multidisciplinary approach to address barriers to learning and to restore and maintain a safe and healthy learning environment for students and parents.
- Utilizing evidence-based and/or evidence informed practices or specialized training.
- Guiding and informing student, parents, and school staff on psycho-education and available resources.
- Responding to crises, critical incident, and emergency situations.

CURRENT RESUME:

Note: Your resume and cover letter will be evaluated for depth of experience related to the areas listed above, as well as your writing skills. Please ensure your documents are organized, well written, and clearly describe your training and experience.

ORIGINAL TRANSCRIPTS: Candidate must open their sealed transcripts; please upload both undergraduate and graduate transcripts.

REFERENCES: Please add contact information for all employment/service experiences for the past three years. ****One of the references must be from a CURRENT supervisor.***

LICENSURE AND CREDENTIALS: Depending on your registration/ license (ASW or LCSW) status; follow instructions in either Option 1 or Option 2:

OPTION 1

- California Pupil Personnel Services (PPS) Credential
- California Basis Educational Skills Test (CBEST)
- Associate Clinical Social Worker Registration

OPTION 2

- Licensed Clinical Social Worker (LCSW) in California (Must obtain Specialized Health Credential Upon hire)

PLEASE REMEMBER TO UPLOAD ALL NECESSARY DOCUMENTS TO YOUR ONLINE APPLICATION