

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**COUNSELOR, ELEMENTARY SCHOOL**

**Job Purpose**

Provides counseling on such matters as conflict resolution, self-esteem issues, and crisis intervention to individual students, groups, and families for the early identification of and/or intervention for barriers to academic achievement of students, and to promote and encourage a healthy learning environment.

**Responsible to**

Receives administrative direction from the principal or designee and technical direction from the Local District counseling coordinator.

**Functions**

Essential Functions

1. Shares information with students and parents regarding graduation and college entrance requirements.
2. Consults with and advises parents and school personnel as a means of helping students with educational and personal problems that may be interfering with learning and success in school.
3. Participates in various multidisciplinary teams, such as Student Success Team (SST) and Coordination of Services Team (COST) to identify necessary support services (e.g. counseling, assessment, and interventions).
4. Collaborates with school administration and staff in developing student knowledge, skills, and attitudes that promote personal, social, emotional, and academic growth.
5. Provides individual and group counseling, and guidance to students in the academic, personal-social, and career domains.
6. Uses all district data systems to collect and analyze data relative to attendance, behavior, and achievement, and communicates with students, parents, and teachers regarding the assessment results.
7. Helps students effectively utilize the educational opportunities of the school; recommends available resources within the school, school system and community to meet the needs of individual students; assists in making such referrals and contacts.
8. Maintains accurate records regarding student cases; analyzes data relevant to student needs.
9. Participates in the decision-making process at the school site.
10. Collaborates with middle school counselors to provide elementary students with a smooth transition to middle school through articulation activities.
11. Provides professional development to school staff and parent education workshops.
12. Monitors and case manages student progress for targeted students.
13. Provides classroom guidance activities and develops school-wide guidance programs to address conflict resolution, self-esteem issues, peer relationships, goal-setting, college and career awareness, and the development of organizational skills and positive work habits.
14. Confers with the principal or designee and other counseling staff regarding supplementary counseling needs to implement a results-based comprehensive counseling program.
15. Serves as a mandated reporter for suspected child abuse.
16. Works with targeted populations as defined by the categorical funding source.

## Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

## **Qualifications**

### Education and Experience

#### *Required*

1. An earned bachelor's degree or advanced degree of at least equivalent standard from a regionally-accredited college or university.

#### *Desirable*

1. Completion of a District-approved internship-type program designed to provide school counseling/guidance experiences while serving as a counseling assistant.
2. Full-time teaching service in a public or private institution while holding a valid teaching credential.
3. Experience working with community representatives, diverse ethnic and cultural groups, youth groups, or in social services.
4. Experience in individual or group counseling of school-age children.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### Credential

#### *Required*

A valid California General Pupil Personnel Services Credential, or a Pupil Personnel Services Credential authorizing service in school counseling, must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

#### *Desirable*

1. A valid California teaching credential authorizing service in the K-12 program.
2. An earned master's degree in Counseling or a related field from a regionally-accredited college or university.
3. English Learner Authorization

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of and experience in the use of counseling and guidance techniques with elementary students.
2. Ability to communicate effectively and work cooperatively with colleagues, other District personnel, and community representatives and agencies.
3. Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts.
4. Understanding of the relationship between the total educational program and counseling/guidance services.
5. Understanding of the physical, intellectual, social and emotional growth patterns of students.
6. Ability to counsel students effectively and conference with parents concerning their child's school behavior and/or academic achievement.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socio-economic groups.
8. Ability to plan, organize, prioritize, and perform a variety of concurrent duties.
9. Ability to compose and comprehend written communication.
10. Ability to make formal public presentations.
11. Ability to use word processing, spread sheet, and presentation software.
12. Ability to travel to other sites/locations.
13. Ability to traverse all areas of the worksite.

Health

Physical and mental fitness to engage in counseling service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406

*NOTE: This is a Preparation Salary (T) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH