

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COUNSELOR, SECONDARY SCHOOL

Job Purpose

Provides counseling services to secondary students for the early identification and 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 principal's designee; receives functional and/or technical direction from the Assistant Principal, Secondary Counseling Services, or other administrative/supervisory staff member as designated by the principal; and technical direction from the Local District counseling coordinator.

Functions

Essential Functions

1. Using all available data to program and place all students into academically appropriate and rigorous classes that will prepare them to meet all graduation and A-G requirements.
2. Provides guidance to students in matters regarding graduation, college entrance requirements, and scholarships; consults with parents and school personnel as a means of helping students with educational and personal problems that may be interfering with their learning and success in school.
3. Participates in various multidisciplinary teams, such as Student Success Team (SST), Coordination of Services Team (COST), Resource Coordinating Team (RCT), and Crisis Team 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 (includes standardized test results) relative to attendance, behavior, and achievement, and communicates the assessment results to students, parents, and teachers.
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 documenting student progress towards graduation such as mini-cums, grad checks, and Individualized Graduation Plans; assists in the preparation of information for entry on student cumulative records; analyzes data relevant to student needs.
9. Participates in the decision-making process as it relates to the educational plan for each student.
10. May teach up to two periods per day in the area of guidance or other subjects in accordance with adopted courses of study, if appropriately credentialed.
11. Assists in the development of the master schedule for the school site.
12. Articulates with feeder schools and assists with the development of transition programs to support student successful student matriculation between grades and school levels.
13. Provides professional development and parent education workshops.
14. Monitors and case manages student progress for targeted students.
15. Develops programs, including the delivery of guidance lessons, to address student attitudes, understanding of self and others, personal health and safety, communication skills, peer relationships, goal-setting/decision-making, conflict resolution, career awareness, college preparation, and post-secondary planning.
16. Works with other counseling staff to implement a results-based comprehensive counseling program.

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

An earned bachelor's degree 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:

1. For definitions of years of service, refer to Policy Guide E23.
2. For those individuals that will be teaching, English Learner Authorization is required.

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 secondary students.
2. Ability to work effectively and 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. Knowledge of uses, interpretation, and limitations of standardized individual and group tests.
5. Ability to communicate effectively with students, parents, and District personnel.
6. Ability to work effectively with students in an advisory capacity and with adults in a consultative role.
7. Understanding of the relationship between the total education program and counseling/guidance services.
8. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
9. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
10. Ability to compose and comprehend written communication.
11. Ability to travel to other sites/locations.
12. Mobility to traverse all areas of the worksite.
13. Ability to use word processing, spread sheet, and presentation software.

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