

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ADULT TEACHER-COUNSELOR

A. Job Purpose

Provides student counseling and guidance services that involve educational and career planning, personal/social development, and follow-up activities.

B. Responsible to

Principal

C. Functions

Essential Functions

1. Assists students in determining their educational and occupational needs, interests and abilities.
2. Prescribes and administers tests for determining aptitudes, interests, abilities, achievements, and personal characteristics as a basis for educational and vocational counseling.
3. Interprets test results and discusses problems related to vocational choice and educational planning; plans with the individual student an educational and/or vocational program.
4. Advises those who wish to enroll regarding pre-requisites, content, length, time, and location of courses conducted by the school or center.
5. Compiles and maintains vocational and occupational information; informs students of employment opportunities and trends; makes referrals to community agencies to help meet individual needs.
6. Assists members of the instructional staff by making pre- and post-instructional assessments of acquired competencies; provides background information on students and trainees and monitors progress in educational and training programs; and maximizes educational and training opportunities in cooperation with instructional staff to meet specialized and unique needs of individual students.
7. Follows the progress of candidates for high school graduation; recommends credit to be granted or competencies to be certified; assists in the maintenance of records denoting competencies achieved; and prepares records for final approval of the principal.
8. Compiles and maintains records of students working in a certificate program.
9. Maintains permanent records and transcript files for students seeking course credits or the certification of competencies; obtains and evaluates transcripts from schools previously attended; seeks certification of acceptable forms of non-traditional educational programs or experimental learning activities; and directs the preparation of official transcripts upon request of other institutions.
10. Assists in the planning and presentation of graduation exercises.
11. Assists in planning procedures for counseling services and in the training of staff members, paraprofessionals, and certificated school personnel in administering tests, scoring tests, and making profiles and graphs.

12. Cooperates with the school administration and staff in providing proper control and a suitable learning environment in buildings and on the grounds.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are 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.

D. Qualifications

Education

Required

An earned bachelor's degree from an accredited college or university.

Desirable

1. Coursework in teaching strategies for adult academic education.
2. Teaching experience in adult learning centers and/or basic skills laboratories.

Experience

Required

At least two school years of successful service as an adult school teacher, teacher adviser, or counselor in a public school adult education program.

Note: One year paid adult hourly-rate teaching service is 400 hours. For definitions of years of service, refer to Policy Guide E23.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Proficiency in the use of individual and group achievement, aptitude, and other tests appropriate to adult students; knowledge and understanding of test limitations.
2. Knowledge of learning theory and mental health concepts; ability to apply such knowledge to the counseling service offered to adult students.
3. Facility with record-keeping procedures.
4. Understanding of the economic, emotional, and social needs of adults in relation to education and the offerings of community adult schools and occupational centers.
5. Ability to compose and comprehend written communication.
6. Ability to communicate effectively with students, community representatives, colleagues, and other District personnel, both individually and as a group.
7. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
8. Ability to work effectively with diverse racial, ethnic, linguistic, disability, and socioeconomic groups.

Health

Physical and mental fitness to engage in 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.

Credentials

A California credential authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

NOTE: This is an Adult Hourly Rate (THR) Table class.

Revised 2/08

Updated 3/08

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