

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

Class Description
COUNSELING ASSISTANT

Reporting Relationships

Superior

Receives administrative direction from the principal (or designee) of the school to which assigned. At a school site, receives direct supervision from the elementary or secondary school counselor, school psychologist, pupil services and attendance (PSA) counselor, clinical psychologist, psychiatric social worker, or psychiatric nurse, as appropriate.

Subordinates

None

Duties and Responsibilities

May perform duties from among the following:

1. Assists in ascertaining the achievement levels and interests of students through the use of standardized group tests and through the interpretation of the results of standardized individual tests; administers group tests in various standardized testing programs.
2. Conducts individual student conferences to discuss educational, emotional, personal, physical, and social adjustment and vocational matters; refers students for specialized assistance, as needed.
3. Assists counselors and other student health and human services personnel in working with teachers to increase their understanding of individual students.
4. Assists in gathering pertinent data for individual student studies.
5. Participates in case conferences and assists in remedial planning and follow-through.
6. Identifies resources available within the school, District, and community to meet the needs of individual students; assists in making such referrals and contacts.
7. Assists in maintaining a cumulative record for each student.
8. Participates in a school-wide group guidance program.
9. Communicates and cooperates with parents.
10. Performs other duties as assigned.

Qualifications

Education

Required

1. A bachelor's degree from an accredited college or university.
2. Current enrollment in a program at a college or university leading to a Pupil Personnel Services Credential.

Desirable

In addition to English, ability to speak and write one of the target languages of community populations within the District.

Credentials

A certificate issued by the Office of the Los Angeles County Superintendent of Schools to serve as a temporary teacher-assistant must be in force and on file in that office.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Ability to work effectively and cooperatively with colleagues and school and community agencies.
2. Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts.

3. Knowledge of uses and limitations of standardized individual and group tests and semi-projective devices.
4. Ability to communicate effectively both orally and in writing.
5. Ability to work effectively and cooperatively with all racial, ethnic, and socio-economic groups.
6. Understanding of the relationship between the total educational program and counseling, mental health and psychological services.
7. Understanding of the physical, intellectual, social, and emotional growth patterns of students.

Health

Physical and mental fitness to assist in counseling, mental health, and psychological services 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.

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.

JRT