



# Los Angeles Unified School District Certificated Examination Announcement

## Counselor, Pupil Services and Attendance

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### **Are you interested in a Career in Pupil Services?**

**LAUSD is currently seeking Pupil Services Professionals. Apply today!**

#### **JOB DESCRIPTION:**

Pupil Services and Attendance (PSA) Counselors are child welfare advocates who utilize a three-tiered model (prevention, early intervention, and intensive intervention) to improve individual and system-wide student attendance, engagement, achievement, and graduation. PSA Counselors may work directly with students who experience difficulties in achieving their academic potential due to social/emotional, home and community barriers or may work at the Central Offices, Educational Service Centers, and other non-school based sites to provide program level support services to secure resources and ensure the success of LAUSD students.

Additional information regarding this position including specific job duties, knowledge, skills, abilities, personal characteristics, and minimum qualifications for this position, are available by viewing the classification description on line at [http://www.teachinla.com/Research/class\\_descriptions\\_alpha.html](http://www.teachinla.com/Research/class_descriptions_alpha.html) by clicking on "Counselor, Pupil Services and Attendance" or class code "0543."

#### **ASSIGNMENT AND SALARY:**

Assignment is C-basis (12 pay periods, 204 paid days) on Schedule 33D (\$61,433 to \$76,505 annually) on the Special Services Salary Table.

#### **QUALIFICATIONS:**

To meet the qualifications for Pupil Services and Attendance (PSA Counselor) applicant will need to meet the following minimum requirements.

- An earned Master's or advanced degree of at least equivalent standard in the field of counseling, social work, psychology, educational psychology, education, or other related field.
- A California Pupil Personnel Services Credential authorizing K-12 service in Child Welfare and Attendance.
- And either:
  - One year of supervised field experience, as verified by an approved institution, in social work, school counseling, or school psychology.
  - One year of successful full-time service in a certificated position which required a Pupil Personnel Service Credential.

#### **APPLICATION PROCEDURE:**

Applications are available online at <http://www.teachinla.com/teachinla/splash.html> by clicking on Pupil Services & Attendance Counselor under the Support Services Jobs Heading. Application materials that must be submitted with the application are listed in the application packet on the *Checklist for Required Application Materials* and must be submitted in person or U.S. Mail to:

*Los Angeles Unified School District – Pupil Services  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Attention: Erika Torres, Director, Pupil Services*

**EXAMINATION PROCEDURE:**

Candidates who submit a completed application and other necessary required application materials will proceed through the following examination process based on successful performance in each of the following exam parts:

1. A review of applications for minimum qualifications (See Qualifications section above)
2. A paper screen evaluation of application materials (resume, cover letter, application, etc.)
3. A standardized oral interview evaluation
4. A reference check evaluation

Pupil Services will be in contact with all applicants throughout the examination process. Should you have any questions, you may contact Pupil Services at (213) 241 -3844.

**ELIGIBILITY:**

Placement on the eligibility list for the Pupil Services and Attendance Counselor requires that the applicant successfully pass all parts of the Examination Procedure. The eligibility list is viable for one year.

**Filing Deadline:**

Applications are accepted on a continuous basis except during periods when there are sufficient numbers of available candidates on the eligibility list.

**Send In Your Application Today!**