Primary Duties/Responsibilities:
- Conducts individual student conferences to discuss educational, emotional, personal, physical, and social adjustment and vocational matters; refers students for specialized assistance as needed
- Assists counselors and other student health and human services personnel in working with teachers to increase their understanding of individual students
- Assists counselors and other student health and human services personnel in working with teachers to increase their understanding of individual students
- Assists in gathering pertinent data for individual student studies
- Participates in case conferences and assists in remedial planning and follow-through
- Identifies resources available within the school, district, and community to meet the needs of individual students; assists in making such referrals and contacts
- Assists in maintaining a cumulative record for each student
- Participates in a school-wide group guidance program
- Communicates and cooperates with parents
- Performs other duties as assigned

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

Required Qualifications
- Bachelor’s degree from an accredited college or university
- Current enrollment in a program at a college or university leading to a Pupil Personnel Service Credential

Desirable Qualifications
- In addition to English, ability to speak and write one of the target languages of our community population- Spanish

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 the office

- Ability to work effectively and cooperatively with colleagues and school and community agencies
- Ability to communicate effectively both orally and in writing
- Ability to work effectively and cooperatively with all racial, ethnic, and socioeconomic groups
- Understanding of the relationship between the total educational program and counseling, mental health, and psychological services
- Understanding of the physical, intellectual, social, and emotional growth patterns of students

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.
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.

Application Procedures:
Interested applicants must submit the following:
1. Current resume (include employee number)
2. Letter of Interest
3. List of three (3) references that include the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

Submit application materials to Assistant Principal Claudia Flores at claudia.flores@lausd.net. In the email subject line, please indicate the following: “Time Sensitive: Counseling Assistant Application”.

DEADLINE: until positions are filled