



**Student Support and Attendance Services  
Black Student Achievement Plan**

**COUNSELOR, PUPIL SERVICES AND ATTENDANCE (0543)**

(Multiple Positions)  
Posting Date: 4/30/2025

Applications are now being accepted for the position of Pupil Services and Attendance (PSA) Counselor, Black Student Achievement Plan (BSAP). BSAP PSA Counselors will provide child welfare and attendance supports, working with students participating in BSAP and families to address social/emotional, home, and community barriers and support students with achieving their academic potential. BSAP PSA Counselors leverage a strengths-based, identity affirming approach to ensure that the educational goals and needs of students participating in BSAP within the assigned region/program/school are met. Each BSAP PSA Counselor will report directly to Student Support and Attendance Services administrators and the principal, for administrative direction while assigned to a school location. Positions may require an adjusted work schedule according to program needs. These positions are subject to review for renewal on an annual basis.

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 work directly with students who experience difficulties in achieving their academic potential due to social/emotional, home, and community barriers. PSA Counselors in specialized units provide additional support services that are needed by the specific populations they serve.

**Primary Duties/Responsibilities:**

- ❖ Regularly reviews and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation.
- ❖ Assists in the development of initiatives and efforts related to attendance improvement, creation of safe and welcoming school environments, student adjustment and discipline, violence prevention, and parent engagement.
- ❖ Facilitates collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders toward the goal of better outcomes for all students.
- ❖ Assists in the development of initiatives and policy and procedure bulletins in all areas related to child welfare including, but not limited to, attendance improvement, school safety, violence prevention, pupil discipline, enrollment, and dropout prevention.
- ❖ Develops and implements training to school and District personnel on California Education Code and District policies and procedures related to child welfare and attendance of students.
- ❖ Ensures protection of educational and due process rights for students including, but not limited to, students in foster care, experiencing homelessness, pregnant and parenting, juvenile justice involved, expelled or referred for expulsion, and/or at risk for school failure and dropout.
- ❖ Monitors student attendance and academic progress to support early identification and intervention with at-promise students.
- ❖ Participates in and/or facilitates multidisciplinary intervention teams including, but not limited to, Student Support and Progress Team, School Attendance Review Team, Resource Panel, and School Attendance Review Board to provide coordinated support and intervention.
- ❖ Provides evidence-based child welfare and attendance services, including advocacy and clinical case management to identified, at-promise students to facilitate student engagement, attendance, academic achievement, improve social adjustment, and school stability.
- ❖ Assesses and provides guidance to students, parents/guardians, and school staff regarding school and community resources, including alternative educational and credit recovery programs, to remove barriers to learning and high school graduation.
- ❖ Prepares referrals to the local Resource Panel, School Attendance Review Teams (SART), the School Attendance Review Board (SARB), City Attorney's Office, and District Attorney's Office.
- ❖ Collaborates with Parent Centers to provide parent workshops, promote parent engagement and empowerment in the educational process.
- ❖ Participates in school-based and/or central Crisis Response Teams.
- ❖ Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Special Services Salary (D) Table; 33D, B-Basis (\$104,301 - \$128,975); 221 paid days, 8-hour assignment**

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

- ❖ In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- ❖ For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- ❖ Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements:** All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net).

- ❖ An earned master’s or advanced degree from a regionally-accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field
- ❖ A valid California Pupil Personnel Services (PPS) Credential authorizing K-12 service in Child Welfare and Attendance (CWA)

*Note: Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.*

**Special Requirements:**

A valid driver’s license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

**Desired Experience/Qualifications:**

- ❖ Knowledge of the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) and District policies and procedures related to the welfare and attendance of students.
- ❖ Knowledge and understanding of human development and stages.
- ❖ Knowledge of and ability to utilize effective group and individual counseling techniques.
- ❖ Leadership skills in facilitating group processes, including consensus building, mediation, and conflict resolution.
- ❖ Ability to work effectively and cooperatively with diverse groups and individuals.
- ❖ Ability to compose and comprehend written communications.
- ❖ Ability to make formal, public presentations.
- ❖ Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives.
- ❖ Ability to cultivate and maintain positive professional District and interagency relationships.

**District Information:**

- ❖ **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
- ❖ **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**

**Application Procedure:**

Interested applicants must submit the following:

1. Cover letter of interest in the BSAP PSA position, addressed to Dr. Wendy Cholino, Director, SSAS BSAP, that describes qualifications and successful experience for this position in the following areas:
  - Implementing tiered, direct child welfare and attendance programs and services in a school and/or community setting
  - Analyzing data to inform attendance, behavioral, social emotional, and/or academic support and intervention
  - Implementing strategies designed to combat/address disproportionality, reduce chronic absenteeism, and improve child welfare and attendance programs or services
2. Current resume (if you are a current LAUSD employee, include your employee number)
3. List of three (3) references that includes your 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:**

Applicants who are **current LAUSD PSAs** must submit application materials to [wxa4943@lausd.net](mailto:wxa4943@lausd.net) and include the following in the email subject line: “**BSAP, PSA: Applicant Name**”. Please do not send hard copies of application materials.

**DEADLINE: Open Until Filled**

**All application materials must be received by the filing deadline.  
Materials sent by fax will not be accepted.**

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