COUNSELOR, CHILD WELFARE, ATTENDANCE AND SAFETY
Certificated Job Description

SALARY: $4,115 - $ 5,802 Placement on teacher salary schedule based on experience and units beyond BA or BS degree.

WORK MTHS: 11mths

Job Purpose:
CWAS Counselors are Child Welfare advocates who serve as the liaison between school, home and the community. They work with and on behalf of students whose home or community life presents barriers, which impede educational progress. CWAS Counselors work directly with students who experience difficulties in educational achievement due to social/emotional, adjustment and/or attendance issues. They provide direct clinical and case management services to students and parents, and provide consultation and in-services to school site personnel. CWAS Counselors work to ensure equity and access for students to all available educational resources and link students to community resources in order to advance opportunities for success. CWAS Counselor assist in returning drop-outs to school setting and work with at risk students.

Duties and Responsibilities:
• Identify and provide advocacy, child welfare and attendance services to students.
• Facilitate student achievement by preventing students dropping out, improving their social adjustment, and adding to their sense of school stability.
• Identify, assess, and provide clinical intervention to students with behavioral, social, and attendance issues for appropriate school-based and community services.
• Provide individual, group and family counseling to students in need of crisis intervention, suicide intervention, behavior modification, and mental health counseling.
• Have knowledge of and ability to utilize effective group and individual counseling skills and techniques.
• Provide in-home and/or school-based counseling services and on-going case management to targeted students and their families.
• Participate in the development of district-wide initiatives and policy and procedure bulletins in all areas related to safety, violence prevention, and the welfare of students.
• Protect, the educational rights of at-risk students, foster-care, homeless students, pregnant and parenting teens, camp returnees, and other disenfranchised youth by linking them to the appropriate services and advocating on their behalf.
• Participate in the development, planning and implementation of multi-disciplinary and integrated learning support services at the school, local district, and PUSD levels. These services include but are not limited to Student Success Team (SST), Resource Coordinating Teams (RCT), School Attendance Review Teams (SART), Discipline Review Teams and Dropout Prevention and Recovery Teams.
• Initiate referrals for parents and students to appropriate community agencies when their needs are beyond the scope of the school; work, cooperatively with these and other agencies on a continuing basis regarding aspects of the student’s problems which may affect school adjustment.
• Develop and implement training for school and local district personnel on the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) as they relate to the welfare of students and to the District’s policies and procedures.
• Develop and maintain school -site attendance plans and motivation and incentive programs.
• Promote the development and involvement of community partnerships such as law enforcement, Probation, and government agencies.
• Prepare cases referred to Resource Panel, Student Attendance Review Team, and the School Attendance Review Board, the City/District Attorney’s Office, and Juvenile Court.

• Participate on school-based and/or local district Crisis Response Teams. 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 that are registered with the Los Angeles County Office of Education, and are part of the class description requirements in effect at the time such duties are performed, in accordance with the District-UTP Agreement.

- Provide leadership in facilitating group processes, including consensus building and conflict resolution.
- Able to traverse all areas of the worksite and ability to travel to other site locations.

**Qualifications:**

A. Education An earned master’s degree or advanced degree of at least equivalent standard from an accredited college or university in the school of: Education, Psychology, Social Work, or Counseling.

B. Experience In at least one of the following areas:
1. One year of successful full-time teaching experience at the elementary and/or secondary level.
2. One year of supervised field experience working with school age children, as verified by an approved institution, in social work, school counseling, or school psychology;
3. One year of successful full-time service in a certificated position which requires a pupil personnel services credential.

C. Previsous one year experience working in a Child, Welfare, Attendance and Safety Department;

D. Credentials The applicant must hold or be eligible for one of the following California credentials or credential combinations authorizing K-12 service:
2. Basic Pupil Personnel Services Credential

E. California Basic Education Skills Test (CBEST) A copy of the CBEST verification card must be included in the application unless a certificated person holds a valid, applicable California credential which was initially issued prior to February 1, 1983.

F. Health Physical and mental fitness to engage in counseling service as certified by a licensed physician or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

G. Special Requirements A valid California Driver’s License and the use of an automobile.

**APPLICATIONPROCEDURE:**

It shall be the responsibility of the candidate to provide the following document online at www.edjoin.org. The following documents must be scanned and attached to your online application:

- A Resume
- A completed online application form
- Transcripts
- Three (3) recent letters of reference, one (1) of which shall be from the prior/immediate supervisor of the applicant.

Closing dates shall be strictly adhered to and there shall be no exceptions. Certificated Personnel shall assume no responsibility for late notice, or short timelines established by listing institutions.

Applications will be reviewed by a Selection Committee.