



# Partnership for Los Angeles Schools

## JOB DESCRIPTION – Secondary School Counselor

Carver Middle School

**POSITION:** Secondary School Counselor

Dolores Huerta Elementary

**LOCATIONS:** Partnership Academy for the Arts at Jordan High School  
2265 E. 103<sup>rd</sup> St, Los Angeles, CA 90002

Figueroa Elementary

Gompers Middle School

Gompers Middle School  
234 E. 112<sup>th</sup> St, Los Angeles, CA 90061

Griffith Joyner Elementary

### **BACKGROUND**

Hollenbeck Middle School

Located in Watts, Jordan High School re-opened in fall 2011 as two new small schools, one operated by Green Dot charter and the other under the Partnership for Los Angeles Schools.

Jordan High School

Gompers Middle School is committed to providing its student body with a quality education. Situated in urban South Los Angeles near the 110 and 105 freeways, Gompers has more than 1480 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. The school, named after labor union leader Samuel Gompers, focuses on improving student achievement and developing strong relationships with faculty, parents and community partners.

Markham Middle School

Mendez Math & Science High School

Mendez Technology & Engineering High School

99th St. Elementary

The Partnership for Los Angeles Schools (“The Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. An independent, nonprofit organization, the Partnership contracts with Los Angeles Unified School District (LAUSD) to transform teaching and learning in its schools so that all students have a foundation for academic excellence and personal success. The Partnership currently manages 22 of the lowest performing schools in LAUSD, servicing approximately 17,000 students. It is the only major school turnaround organization operating at scale in California. For more information, please visit [www.partnershipLA.org](http://www.partnershipLA.org).

Ritter Elementary

Roosevelt High School

*School of Law & Government*

*School of Humanities, Art & Technology*

*School of Science, Technology, Engineering & Mathematics*

*School of Communication, New Media & Technology*

*School of Environmental & Social Policy*

*School of Medical & Health Sciences*

*School of Math, Science & Technology*

### **OPPORTUNITY**

Jordan High School and Gompers Middle School are each seeking a Secondary Counselor (0533) with considerable experience in master scheduling. The Counselor will receive administrative direction from the principal, or principal's designee, and functional and/or technical direction from the Assistant Principal, Secondary Counseling Services or other administrative/supervisory staff member as designated by the principal. The Secondary Counselor will supervise classified personnel as assigned.

Santee Education Complex

### **FUNCTIONS**

#### **Essential Functions**

Stevenson Middle School

- Experience in the Master Scheduling Process
- Serves as a member of the counseling, guidance and student assessment service; cooperates with the school administration and staff in developing student attitudes and behavior which are necessary to maintain proper control, acceptable standards of self-discipline and a suitable learning environment within the school.

Sunrise Elementary



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- Counsels' individuals and groups of students in the areas of educational, personal, physical, social and career needs; provides guidance to students in matters regarding graduation, college entrance requirements and scholarships; consults with parents and school personnel as a means of helping students with educational and personal problems that may be interfering with their learning and success in school.
- Assists in organizing the administration and interpretation of standardized tests; interprets the results of standardized group tests of achievement and scholastic capacity to administrators, parents and teachers.
- Helps students effectively utilize the educational opportunities of the schools; recommends available resources within the school, school system and community to meet the needs of individual students; assists in making such referrals and contacts.
- Consults with the administrative staff on student referrals for supplementary counseling, psychological evaluation and case conferences.
- Assists in coordinating the gathering of important student records and cooperates with other pupil services staff in scheduled student case conferences; participates in Student Study Team and other problem-solving conferences.
- Serves as a resource person to school personnel and parents regarding the counseling and guidance program.
- Assists in the preparation of information for entry on student cumulative records; contributes data concerning student needs to assist in the development of the total educational plan of the school.
- May teach up to two periods per day in the area of guidance or other subjects in accordance with adopted courses of study, if appropriately credentialed.
- Evaluates the performance of subordinate personnel.

Carver Middle School  
 Dolores Huerta Elementary  
 Figueroa Elementary  
 Gompers Middle School  
 Griffith Joyner Elementary  
 Hollenbeck Middle School  
 Jordan High School  
 Markham Middle School  
 Mendez Math & Science High School  
 Mendez Technology & Engineering High School  
 99th St. Elementary  
 Ritter Elementary  
 Roosevelt High School  
 School of Law & Government  
 School of Humanities, Art & Technology  
 School of Science, Technology, Engineering & Mathematics  
 School of Communication, New Media & Technology  
 School of Environmental & Social Policy  
 School of Medical & Health Sciences  
 School of Math, Science & Technology  
 Santee Education Complex  
 Stevenson Middle School  
 Sunrise Elementary

## Other Functions

- 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 Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
- Performs other duties as assigned in accordance with the District-UTLA Agreement.

## QUALIFICATIONS

### Education and Experience

#### Required

- A bachelor's degree from an accredited college or university.

#### Desirable

- Completion of a District-approved internship-type program designed to provide school counseling/guidance experiences while serving as a Counseling-Assistant.
- Full-time teaching service in a public or private institution while holding a valid teaching credential.
- Experience working with community representatives, diverse ethnic and cultural groups, youth groups, or in social services.



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- Experience in individual or group counseling of school-age children.  
*NOTE: For definitions of years of service, refer to Policy Guide E23.*

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## Knowledge, Skills, Abilities and Personal Characteristics

- Knowledge of and experience in the use of counseling and guidance techniques with secondary students.
- Ability to work effectively and cooperatively with colleagues, other District personnel and community representatives and agencies.
- Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts.
- Knowledge of uses and limitations of standardized individual and group tests.
- Ability to communicate effectively with students, parents and District personnel.
- Ability to work effectively with students in an advisory capacity and with adults in a consultative role.
- Understanding of the relationship between the total education program and counseling/guidance services.
- Understanding of the physical, intellectual, social and emotional growth patterns of students.
- Ability to work effectively with all racial, ethnic, linguistic, disability and socio-economic groups.
- Ability to compose and comprehend written communication.
- Ability to travel to other sites/locations.
- Mobility to traverse all areas of the worksite.

## Health

- Physical and mental fitness to engage in counseling service 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.

## Credential

### Required

- A California General Pupil Personnel Services Credential or a pupil personnel services credential authorizing service in school counseling must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

### Desirable

- A valid California teaching credential authorizing service in the K-12 program.

## **TO APPLY**

Please submit a resume and thoughtful cover letter tailored to the position to [employment@partnershipla.org](mailto:employment@partnershipla.org).