

JOB DESCRIPTION: BCCHS A-G Attendance Counselor

A-G Attendance Counselors are child welfare advocates who utilize a three-tiered model (prevention, early intervention, and intensive intervention) to improve individual and school wide student attendance, engagement, achievement, and graduation with A-G eligibility. The A-G Attendance Counselor works directly with students and collaborates with academic counselors and Grade Level Academy Support Team members to support students who experience difficulties in achieving their academic potential due to social/emotional, home and community barriers.

Purpose

The purpose of the A-G Attendance Counselor is to provide comprehensive, evidence-based child welfare and attendance services and supports in order to increase A-G course passage and graduation rates, promote college and career readiness, and achieve the goal of zero dropouts and increase the percentage of BCCHS 9th grade cohort students that graduate at Birmingham and earn A-G eligibility.

Description

The A-G Attendance Counselor will reengage students who are not on track to meet the A-G requirements for graduation by working with all stakeholders to implement interventions with the vision of graduation and college and career readiness for all students. The A-G Attendance Counselor provides: early identification, intensive case management, connection to support services at Birmingham or in the community, parent engagement, and collaboration with academic counselors to identify and transition students to an alternative educational institution as a last resort to support student/parent educational goals.

Goals

- Decrease dropout rate
- Increase graduation rate
- Improve student attendance
- Promote college and career readiness
- Increase A-G course completion rates
- Increase the percentage of 9th grade BCCHS cohort students that remain at BCCHS and graduate 4 years later A-G eligible.

Education and Experience

1. An earned Master's or advanced degree of at least equivalent standard from an accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field.
2. One of the following:
 - a. One year of supervised field experience, as verified by an approved institution, in social work, school counseling, school psychology
 - b. One year of successful full-time service in a certificated position which requires a Pupil Personnel Service Credential

Functions

Essential Functions

1. Regularly review and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress toward graduation and A-G eligibility.
2. Assist 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.
3. Facilitate collaborative partnerships to increase awareness, engagement, communication, and recognition of all stakeholders toward the goal of better outcomes for all students with the specific goal for students to graduate college and career ready.
4. Assist in the development of initiatives and policy and procedures in all areas related to child welfare including, but not limited to, attendance improvement, school safety, violence prevention, pupil discipline, enrollment and dropout prevention.
6. Ensure protection of educational and due process rights for students including, but not limited to, students in foster care, students who are homeless, pregnant and parenting teens, probation youth, camp returnees, students referred for expulsion, students who have been expelled, and other students at-risk for school failure and dropout.
7. Monitor student attendance and A-G academic progress to support early identification and intervention with at-risk students.
8. Participate in and/or facilitate multidisciplinary intervention teams such as Multi-Tiered System of Supports Team, Student Support and Progress Team, School Attendance Review Team, School Attendance Review Board, Discipline Review Team, and Attendance and Dropout Prevention Team to provide coordinated support and intervention.
9. Provide evidence-based child welfare and attendance services, including advocacy and clinical case management to identified, at-risk students to facilitate student engagement, attendance, academic achievement, improve social adjustment and school stability.
10. Assess and provide guidance to students, parents/guardians, and school staff regarding school and community resources, including alternative educational and credit recovery programs, to ameliorate barriers to learning and high school graduation.
11. Prepare referrals to local Resource Panel, School Attendance Review Teams (SART), the School Attendance Review Board (SARB), City Attorney's Office, and District Attorney's Office.
12. Collaborate with Parent Resource Center to provide parent workshops, promote parent engagement and empowerment in the educational process.
13. Participate in school Crisis Response Teams.

Qualifications

Education and Experience

1. An earned Master's or advanced degree of at least equivalent standard from an accredited college or university in the field of counseling, social work, psychology, educational psychology, education, or other related field.

2. One of the following:
 - a. One year of supervised field experience, as verified by an approved institution, in social work, school counseling, school psychology
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Credentials

A California Pupil Personnel Services Credential authorizing K-12 service in Child Welfare and Attendance must be in force and on file with the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.).
2. Ability to work effectively and cooperatively with a diverse groups and individuals.
3. Understanding of human development and stages.
4. Ability to compose and ability to comprehend written communications.
5. Ability to make formal, public presentations.
6. Ability to communicate effectively with students, parents, peers, other school personnel, and community representatives.
7. Leadership skills in facilitating group processes, including consensus building, mediation, and conflict resolution.
8. Knowledge of and ability to utilize effective group and individual counseling techniques.
9. Ability to cultivate and maintain positive professional school and interagency relationships.
10. Ability to drive to work and to home visits, and other locations as needed.
11. Mobility to traverse all areas of the work site.

Health

1. Physical and mental fitness to engage in counseling 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 49406.

Special Requirements

A valid California Driver's License and the use of an automobile.