



Los Alamitos Unified School District

10293 Bloomfield Street, Los Alamitos, California 90720

562-799-4700, HR Dept. Ext. 80410

COLLEGE READINESS COUNSELOR

***Position is funded for two school years (2022-23 & 2023-24) through grant dollars**

**LOS ALAMITOS HIGH SCHOOL
2022-2023 School Year**

The Los Alamitos Unified School District is committed to creating and supporting a diverse environment and is proud to be an equal opportunity employer that considers all applicants without regard to race, color, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other bias covered by appropriate law.

QUALIFICATIONS

- Pupil Personnel Services Credential with a School Counseling authorization required (completed by July 26, 2022)
- Master's Degree preferred (completed by July 26, 2022)
- Bilingual in Spanish desirable
- Commitment to Los Alamitos Unified School District's mission, vision and goals
- Passion for working with children; ability to motivate and support students in reaching high levels of academic success
- A results-oriented, goal-driven, collaborative approach to work
- Commitment to serve and support students and families
- Outstanding skills in problem-solving, critical-thinking, innovation and creativity
- Excellent communication and interpersonal skills with the ability to engage and work closely with a wide range of stakeholders
- Ability to learn laws, rules, policies, practices and procedures related to public education and specific to Los Alamitos Unified School District
- Ability to efficiently interpret, manage and utilize multiple sets of data in order to best support student progress
- Ability to be flexible and revise priorities in accordance with requirements of the Superintendent/designee
- Ability to communicate with students, teachers, parents on student issues of an academic/behavioral nature

ASSIGNMENT/DUTIES

- Responsible for providing support to students at promise for completing a-g requirements
- Assist students in career and college planning, including the development of a four-year course of study
- Provide guidance on minor disciplinary issues
- Assist administrative personnel in the establishment and maintenance of master schedule
- Monitor the academic progress of students and make appropriate interventions to improve student achievement and attendance
- Advises students and parents of academic offerings that are appropriate to the ability of and/or the special learning needs of the student
- Assist students with personal counseling needs and make referrals to appropriate outside agencies as needed
- Provide direct instruction to students regarding successful completion of high school graduation requirements and college entrance requirements
- 199 work days

SALARY AND BENEFITS

- Salary Range: \$99,492 - \$123,842 Annually
- Generous Fringe Benefit Package including medical/dental/vision/life insurance for employee; dependent coverage available

APPLICATION PROCEDURE

- The "[Certificated Administrator Application](http://www.losal.org/jobs)" form is available on our website at www.losal.org/jobs (No online, fax or emailed applications will be accepted)
- Completed applications must include: "[Certificated Administrator Application](http://www.losal.org/jobs)" form, cover letter, resume, three current letters of recommendation, copy of credential or credential program status letter and copy of transcripts showing Master's degree
- Current employees only need to submit: "[Certificated Administrator Application](http://www.losal.org/jobs)" form, cover letter and resume
- Application packets must be mailed to or dropped off at the Los Alamitos USD, 10293 Bloomfield St., Los Alamitos, CA 90720
- Selected applicants will be notified of interview
- Address all inquiries and correspondence to Dr. Joe Fraser, Assistant Superintendent, Human Resources

DEADLINE FOR APPLICATIONS: Thursday, May 19, 2022, 12:00 p.m.