



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

May 19, 2025

CERTIFICATED MANAGEMENT NOTICE OF VACANCY SCHOOL COUNSELOR GROVER BEACH ELEMENTARY 2025-2026 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2025-2026 school year.

POSITION(S): [School Counselor - Grover Beach Elementary](#)

REQUIREMENTS:

- Valid California PPS: School Counselor Credential
- Valid California driver's license authorizing the use of a vehicle in the State of California
- For additional requirements please see the attached job description

WORK DAYS: 200 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$101,559 to \$120,621 for a full time position;
Salary prorated based on experience, start date, and FTE.
[Certificated Management Salary Schedule 2023-2024](#)

HEALTH BENEFITS: [Certificated Management Plan Rates and Summaries for 2025-2026](#)

PROCEDURE FOR APPLICATIONS:

- All interested applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current LMUSD employees may apply via the [Internal LMUSD Certificated Employee Application Form](#). Candidates are required to include a Letter of Interest, a Resume, and (3) three Letters of Recommendation.

APPLICATION DEADLINE: **Applications due on or before Monday, June 2, 2025 by 4:30 PM.**

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmusd.org

REVISED DATE: **June 28, 2016**
TITLE: **School Counselor**
SALARY RANGE: Range 20, Certificated Management Salary Schedule
WORK YEAR: **200 Days**

JOB SUMMARY

Under the direct supervision of the Director of Student Services and site administration, provide instructional support services to classroom teachers; may provide individual and group counseling for students; enroll high-risk students in appropriate educational programs; participate in the Individualized Education Plan (IEP) process, and School Attendance and Review Board (SARB) meetings, and develop individual learning and transition plans; may coordinate an Early Intervention Program, or other critical curriculum based leadership responsibilities. Counseling, scheduling and placement of students in appropriate classes. The assignment is to be conducted in accord with established comprehensive guidance plan and State legal statutes and professional codes of conduct.

QUALIFICATIONS

- a. Required:
1. Possess a Bachelor's Degree.
 2. Possess a valid California pupil personnel credential.
 3. Hold a valid English Language Learner authorization.
 4. Ability to provide direction to others and make independent judgments.
 5. Experience and/or training in the counseling and guidance of at-risk youth.
 6. Knowledge and experience in design and implementation of behavior modification techniques.
 5. Ability to meet deadlines; maintain accurate records, develop and maintain cooperative working relationships.
 6. Ability to communicate effectively orally and in writing, and solve problems.
 7. Personal qualities of patience, helpfulness, diligence, persistence, and a willingness to work with staff on a collegial basis to reach academic, career, and social goals for each student.
 8. Combination of relevant counseling and leadership experience as determined by the district to be appropriate for the positions.
 9. Possess a valid California driver's license.
- b. Desirable:
1. Bilingual (Spanish).
 2. Previous experience as a school administrator.
 3. Possess a Master's Degree.

DUTIES AND RESPONSIBILITIES:

1. Provide individual academic counseling in which pupils receive counseling in the establishment and implementation with parental involvement of the pupil's immediate and long-range educational plans.
2. Provide personal and social counseling, in individual or group settings, in which pupils receive counseling pertaining to interpersonal relationships for the purpose of promoting the development of their academic abilities, careers and vocations, personalities and social skills.
3. Provide crisis intervention, designated instructional services (DIS) counseling, guidance counseling and family consultation services.
4. Monitor student credits, progress and records. Prepare and maintain accurate records and reports related to students, IEPs, intake, attendance and other records.
5. Determine eligibility and enroll high-risk students in appropriate county educational programs, such as district continuation school, Court/Community Schools (CCS). Review and process referrals and placements in CCS.
6. Communicate with parents regarding goals, objectives and strategies for success at CCS.
7. Facilitate, attend and participate in IEP, interagency, staff meetings, trainings and other meetings. Participate and serve as administrative designee for the IEP team.
8. Meet with administration to plan and address daily program management issues.
9. Serve as County Office representative at local district and countywide School Attendance Review Board (SARB) meetings.
10. Determine need to refer students to SARB.
11. Coordinate student services with agencies such as probation, law enforcement, social services, districts and other organizations.
12. Provide support, within the authorization of the school counseling credential held, for teaching and other staff.
13. Assist with problem solving and consultation regarding student behavioral and program issues.

14. Participate in student/teacher or parent/teacher conferences.
15. Plan and develop Individual Learning Plans (ILPs).
16. Determine appropriate discipline for students according to established procedures and guidelines.
17. Analyze situations accurately and adopt an effective course of action.
18. Maintain confidentiality as required by Education Code Section 49600.
19. Operate appropriate computer, programs and other office equipment.
21. Participate in staff development programs.
22. Perform related duties as assigned.

OTHER ESSENTIAL JOB FUNCTIONS:

Physical: Employee in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk for extended periods of time.
3. See and read printed matter with or without vision aids.
4. Hear and understand speech at normal levels.
5. Speak so that others may understand at normal levels.
6. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 30 pounds to waist height.

Mental:

1. Able to concentrate on a single task for more than two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.

Social:

1. Interact daily in person with other members of the school district, community agencies, school staff, parents, and students, and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other staff.
4. Maintain the privacy of confidential information.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

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