

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
LOCAL DISTRICT SUPERINTENDENT

Job Purpose

Builds a shared vision for the geographical district and drives all instructional, educational support, and operational activities; leads the development of strategic instructional plans ensuring that students achieve high academic standards in all their schools in accordance with Superintendent and Board of Education goals, initiatives and policies, applicable laws, rules, consent decrees, and administrative regulations and procedures.

Responsible to

Superintendent of Schools

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Provides leadership and direction for the planning of goals, implementation, improvement, and evaluation of the instructional program in all their schools (includes early education centers, K-12 schools, community day schools, opportunity schools, and continuation high schools).
2. Supervises and coaches directors, operations coordinators, and principals; provides the necessary support to raise student achievement and advice regarding implementation of programs and day-to-day personnel and operational concerns.
3. Assesses the pedagogical details of the school improvement plan in every school and guides principals to set key objectives for learning and reach measurable benchmarks.
4. Ensures that staffing patterns, student grouping plans, scheduling, and organizational structures are appropriate to desired student outcomes.
5. Uses data to drive changes in classroom instruction by collecting, analyzing, and determining next steps based on disaggregated state test scores; school walkthroughs; collections of student work; and interim assessments.
6. Sets forth professional development standards and infrastructures for school staff.
7. Promotes a culture of shared accountability to accomplish goals that ensure students achieve high academic standards, are postgraduate bound, and attain the foundation for lifelong success.
8. Ensures articulation of the instructional program; administers accreditation procedures as required; and ensures that the resources and necessary services to accomplish goals are provided.
9. Administers personnel functions and services for District employees; develops strategies for the recruitment and retention of teachers; determines personnel needs collaboratively with principals; selects, assigns, and evaluates local district personnel; assigns administrators and implements administrative transfers; assists in disciplinary and grievance resolutions; and ensures compliance with all applicable policies and directives.
10. Ensures successful school improvements, planning, building, maintenance, and operations of physical facilities occur; administers permit policies to provide for equitable use of District schools and facilities; and recommends changes in attendance boundaries.
11. Administers the activities of the student support services program and administers student disciplinary actions.
12. Administers the establishment and operation of specially funded programs.

13. Prepares and administers a budget for the District and maintains responsibility for its control and administration; directs discretionary resources to support schools based on student achievement needs.
14. Works collaboratively towards the development of highly effective staff that is able to consistently improve student outcomes.
15. Strategizes the use of programs and resources and holds staff accountable for improvement and goals.
16. Responds to the diverse interests and needs of teachers, students, and parents that are not resolved at the school level.
17. Collaborates with family and community partners to promote the success of all students.
18. Evaluates the performance of subordinate personnel.

Other Functions

1. 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.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Desirable Experience

1. At least ten school years of successful full-time service in a certificated position(s), no fewer than five years of which must have been in a management position(s).
2. Successful experience as a teacher, principal, and district level administrator.

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Services credential authorizing management service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

Candidates for this executive leader position must exemplify a high level of competency in all of the following areas:

1. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, negotiated contracts, and consent decrees as these affect general and special education.
2. Demonstrates sophisticated understanding and ability to apply theories of:
 - a. Student growth and development
 - b. Group process, communications, and organizational planning
 - c. Job-embedded technologies
 - d. Differentiated instructional strategies for struggling students
 - e. Standardized, authentic, observational, and alternative assessments.
3. Understands and can support the instructional needs of:
 - a. English learners at all stages of English acquisition
 - b. Students with disabilities
 - c. Students identified as gifted

- d. Students of various languages and cultures so as to reduce the achievement gap and create a warm and respectful environment for learning.
4. Ability to design and deliver staff development.
5. Knowledge of current instructional programs and curriculum and awareness of general and special education student instructional needs.
6. Appropriate interpersonal style and leadership skills to guide individuals and groups toward task accomplishment.
7. Management and people skill in facilitating group processes including team building, consensus building, and conflict resolution.
8. Ability to communicate effectively with stakeholders, colleagues, other District personnel, and community representatives, both individually and as a group.
9. Ability to cope effectively with crisis and/or controversial situations.
10. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
11. Knowledge of effective administrative and managerial practices and skills to implement them.
12. Ability to make formal, public presentations.
13. Ability to compose and comprehend written communication.
14. Knowledge of and skill in budget preparation and control.
15. Ability to observe, utilize, and evaluate subordinates effectively.
16. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management 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.

NOTE:

1. *This is a contract management classification.*
2. *Employees in this classification are subject to the reporting requirements of the District's Conflict of Interest Code.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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