

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
**ASSISTANT PRINCIPAL,
SECONDARY COUNSELING SERVICES**

Job Purpose

Serves as a member of the administrative staff of the secondary school to which assigned; provides leadership in the counseling and guidance program and in the evaluation and development of curriculum; develops the school's master schedule under the direction of the principal.

Responsible to

Principal, Secondary School

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Plans and provides leadership for the counseling and guidance program of the school to which assigned; plans and organizes allocated student personnel services time to provide for individual and group counseling of students in the areas of educational, personal, and career needs; may supervise attendance accounting and reporting.
2. Assesses instructional needs of the school to which assigned; suggests curriculum changes, implements graduation requirements, and shares responsibility for providing instructional leadership in curriculum development and implementation.
3. Collaborates with District and the community service providers to develop resources within the school to meet the needs of individual students; assists in making referrals and contacts.
4. Coordinates the identification, placement, and reporting of students eligible for Special Education, Gifted and Talented Education, and Master Plan Program for English Learners as assigned.
5. Evaluates the performance of subordinate personnel as assigned or delegated by the Principal or designee.

NOTE: Employees serving in this classification that do not hold an Administrative Services Credential are not allowed to provide services that include evaluating, supervising, providing employee and student discipline or other services authorized by the Administrative Services Credential.

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 which are registered with the Office of the Los Angeles County Superintendent of Schools and that are 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. Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Credentials

Required

A California credential from each of the following sections (1., 2., and 3.) authorizing service in a K-12 program must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. A California teaching credential
2. One of the following:
 - a. Service Credential with a specialization in pupil personnel services designating service in pupil counseling
 - b. General Pupil Personnel Services Credential.
3. A California Administrative Services Credential.

NOTE: Individuals hired after January 1, 2012 must hold an Administrative Services Credential, and all incumbents in the classification will be required to hold an Administrative Services Credential, no later than June 30, 2014 as required by the Commission on Teacher Credentialing.

Experience

Required

1. At least five school years of successful full-time public school certificated service with no fewer than three years as a teacher in the K-12 program.
2. At least two school years of successful experience as a counselor in a middle/senior high school (grades 6-12), either concurrent with or in addition to 1., above.

Desirable

1. Experience as a coordinator or in another comparable leadership position(s) in a secondary school.
2. Experience at both the junior/middle and senior high school levels.

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

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge and understanding of the Education Code, Board Rules, District policies and procedures, and negotiated agreements.
2. Ability to organize and direct the activities relating to student personnel services of the school to which assigned.
3. Ability to understand the principles and practices of counseling and guidance, and their relationship to the total school program.
4. Ability to interpret school counseling, and guidance policies and procedures to parents and other members of the community.
5. Knowledge of the uses and limitations of standardized tests, and the ability to interpret test results.
6. Ability to provide leadership in professional development activities for counselors, counseling-assistants, teacher assistants, aides, and teachers.
7. Ability to provide leadership in crisis situations.
8. Ability to efficiently manage high volume work and multiple tasks.

9. Ability to communicate effectively, orally and in writing, with all stakeholders, both individually and as a group.
10. Ability to effectively utilize computer technologies, such as email, word processing, and student information system programs.
11. Ability to work effectively with all racial, ethnic, linguistic, and socio-economic groups.
12. Ability to travel to multiple sites.

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: This is a Master Salary (G) Table classification.

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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