

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**PRINCIPAL, CENTER FOR ENRICHED STUDIES**

**Job Purpose**

Serves as the instructional leader, chief fiscal officer, and the chief administrator of a school specializing in enriched secondary studies; responsible for the direction of the instructional program and the operation of the school plant and related facilities; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

**Responsible to**

Instructional Area Superintendent or designee

**Subordinates**

Certificated and classified personnel as assigned

**Functions**

Essential Functions

1. Serves as a resource for, and liaison to, the stakeholders of the school community.
2. Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, collective bargaining agreements, and negotiated contracts.
3. Provides guidance, supervision, and assistance in instructional practices and curriculum development that is culturally relevant and responsive to the language, social, and the academic needs of the student population, including English Learners, Standard English Learners, students with disabilities, and Gifted and Talented students.
4. Provides leadership for, and facilitates collaboration with, all stakeholders on identifying goals for student achievement; assesses progress toward meeting the goals; develops the school's Single Plan for Student Achievement and measures the outcomes of these goals.
5. Prepares school budgets and is responsible for the monitoring of expenditures of all school funds in accordance with federal, state, and District guidelines.
6. Collaboratively creates and implements a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
7. Complies with and implements the District Discipline Foundation Policy and ensures respective data is entered into all District systems (i.e., iSTAR and LAUSDMax).
8. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
9. Organizes and conducts school extra-curricular activities and fundraising events.
10. Organizes and implements an "Emergency Operation Plan" and complies with mandated child abuse reporting procedures.
11. Participates in directing the school's organization and the appropriate placement of students in accordance with the District's English Learner Master Plan.
12. Maintains positive public relations and outreach contacts with parents and community groups.
13. Provides effective professional development and training for all stakeholders to improve student achievement.
14. Ensures the maintenance of a clean physical environment that is conducive to good health and safety.
15. Evaluates the performance of certificated and classified personnel assigned to the school site.

## 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.
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 English Learner Master Plan.

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

### Experience

#### *Required*

1. At least eight school years of successful full-time service in a public school certificated position(s), no fewer than three years of which must have been in teaching service.
2. In addition to or concurrent with the eight years required above:
  - a. At least two years of public school certificated service directly related to an instructional program at a middle or senior high school covering grades 6 through 12, inclusive.
  - b. At least two years of service in an administrative or supervisory position, one year of which must have been in a school-based assistant principal level position.

*NOTE: No more than one year of service may be credited for any school year except that service used to satisfy experience requirement 2. above may have been concurrent with the service listed in requirement 1. For definitions of years of service refer to Policy Guide E23.*

#### *Desirable*

Successful full-time active service as a dean, head counselor, or an assistant principal in a middle, senior, four-year, or six-year day high school or in a position of a commensurate level requiring supervision of or leadership in the instructional program and teaching personnel in such school.

### Credentials

A valid California K-12 teaching credential and an Administrative Services Credential authorizing K-12 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

1. Professional growth appropriate for educational administration at the secondary level; awareness of and ability to recognize the effect of proposed or new local or state requirements upon secondary and enriched studies educational offerings; alertness in the perception of policy and information needs.
2. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of secondary and enriched studies.
3. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, Board of Education rules and resolutions, collective bargaining agreements, negotiated contracts, and consent decrees.
4. Knowledge of effective administrative and managerial practices.
5. Knowledge of, and skill in, effective budgetary processes and school finance.

6. Knowledge of staff development resources.
7. Ability to plan, organize, prioritize, and manage time for self and others.
8. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
9. Skill in obtaining alternative funding resources.
10. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
11. Ability to utilize subordinates effectively.
12. Ability to provide effective instructional leadership.
13. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
14. Ability to communicate effectively with students, supervisors, co-workers, parents, community representatives, and other District personnel, both individually and as a group.
15. Ability to compose and comprehend written communication.
16. Ability to observe students' and subordinates' activities.
17. Ability to cope with crisis situations.
18. Ability to cope with multiple tasks.
19. 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: 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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