

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, CITY OF ANGELS SCHOOL

A. Job Purpose

Serves as the instructional leader, chief fiscal officer, and the chief administrator of City of Angels School, an independent study school that serves students in grades K-12 at multiple sites; incumbent is responsible for the direction of the instructional program and the operation of the school plant and all other site facilities.

B. Responsible to

Director, High School Programs

C. Subordinates

Assistant Principal, City of Angels School
Assistant Principal, Secondary Counseling Services
Assistant Principal, Secondary Student Services
Certificated and classified personnel

D. Functions

Essential Functions

1. Serves as a resource for, and liaison to, the stakeholders of the City of Angels School.
2. Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, 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 bilingual, 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. Counsels students, recommends and implements student disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
7. Organizes and conducts school extra-curricular activities and fundraising events.
8. Maintains a school climate that ensures the safety, health, and welfare of students and personnel; organizes and implements an "Emergency Operation Plan"; complies with mandated child abuse reporting procedures.
9. Participates in directing the school's organization and the appropriate placement of students in accordance with the LAUSD Master Plan for English Language Learners.
10. Maintains positive public relations and outreach contacts with parents and community groups.
11. Provides effective professional development and training for all stakeholders to improve student achievement.
12. Ensures the maintenance of a clean physical environment that is conducive to good

health and safety.

13. 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.

E. 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 two semester units of specific and two semester units of general coursework in multicultural education or equivalent study.
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 Human Resources Division 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.
 - c. Certificated experience at a minimum of two locations.

Desirable

Technology skills and experience aligned to district data systems; familiarity with distance learning programs; familiarity with options programs and options students needs.

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.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Ability and integrity in dealing with confidential matters.
2. Ability to provide administrative leadership at the executive level including decision-making, problem-solving, and delegation of authority.
3. Knowledge of District policies and procedures, goals and objectives, organizational

- structure and functions, and negotiated contracts.
4. Ability to work effectively and cooperatively with diverse racial, ethnic, socio-economic, linguistic, and disability groups.
 5. Commitment to standards of assessment and accountability as specified in the District-wide reform movement.
 6. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
 7. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
 8. Ability to observe, evaluate, and utilize subordinates effectively.
 9. Knowledge of effective administrative and managerial practices and the ability to implement them.
 10. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields of elementary and secondary education.
 11. Knowledge of staff development and in-service resources and the ability to implement them.
 12. Knowledge of secondary and elementary curriculum, District instructional objective, and best instructional methods and strategies.
 13. Knowledge of federal, state, and local policies, rules, laws, regulations, and legislation pertaining to elementary and secondary education.
 14. Ability to make formal, public presentations.
 15. Knowledge of, and skill in, budget preparation and control.
 16. Ability to communicate effectively with students, supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
 17. Ability to compose and comprehend written communication.
 18. Ability to effectively utilize computer technologies, such as email and word processing programs.
 19. Ability to cope with crisis situations and the need to make immediate decisions.
 20. Ability to cope with high volume work and multiple tasks.
 21. 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.

Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. General Supervision Credential
4. The Supervision or Standard Supervision Credential and the appropriate basic credential(s) authorizing service in the areas of this class description
5. One elementary and one secondary level credential from among the following:
 - a. Elementary School Administration or Supervision Credential
 - b. Secondary School Administration or Supervision Credential

NOTE: This is a Master Salary (G) Table class.