

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, ADULT EDUCATION

Job Purpose

Serves as the chief administrator, instructional leader, and chief fiscal officer of an Adult and Career Education Service Area, which includes adult schools, regional occupational centers, and/or skills centers. Is responsible for the direction of the instructional program, staff performance, and the operation of the Service Area school plants and facilities. Establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

Responsible to

Executive Director, Division of Adult and Career Education (DACE) or designee

Subordinates

Assistant Principal, Adult Education
Assistant Principal, Adult Counseling Services
Certificated and classified personnel as assigned

Functions

Essential Functions

1. Provides leadership and facilitates collaboration with all stakeholders on setting key objectives for learning; assesses progress toward meeting DACE Strategic Plan objectives; and measures outcomes of DACE Strategic Plan objectives.
2. Performs the supervisory and administrative duties of an adult education principal assigned to a Service Area, which includes community adult schools, regional occupational centers, and/or skills centers, as required by state law, by the rules of the Board of Education, and by administrative regulations; recommends policies and procedures concerning the operations of adult and occupational education programs on District and non-District sites.
3. Collaborates with the District office responsible for designing and completing alterations and improvements to Service Area facilities.
4. Provides instructional leadership in the areas of curriculum development and implementation, supervision of instruction, and professional development.
5. Develops and implements a plan for student placement and pathways articulation that is consistent with the DACE Strategic Plan.
6. Oversees the planning and development of the master program, involving such factors as curriculum requirements, teacher recruitment, availability of rooms, selection of appropriate instructional material and equipment, and registration and enrollment procedures.
7. Develops and implements a plan for student recruitment that is consistent with community, civic, industry sector, and District needs.
8. Supervises concurrently enrolled minors, minors participating in special programs, and adult students; and implements disciplinary measures as required.
9. Collaboratively develops a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
10. Maintains acceptable standards of student behavior; and recommends and implements student discipline in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
11. Organizes the implementation of the Safe School Plan and ensures compliance with mandated child abuse reporting procedures.
12. Oversees the selection, supervision, guidance and assistance, and formal evaluation of certificated and classified employees.
13. Oversees the financial management of all Service Area funds; and monitors expenditures in accordance with federal, state, and District guidelines.

14. Maintains positive public relations and outreach contacts with school stakeholders, community groups, and policy makers to strengthen partnerships that benefit the school learning community and highlight access for students with high employment barriers.
15. Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, and negotiated contracts.
16. Oversees the financial management of all Service Area funds; monitors expenditures in accordance with federal, state, and District guidelines.
17. Oversees the selection, supervision, and formal evaluation of certificated and classified employees.

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 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.

Experience

Required

1. At least eight school years of successful full-time public school certificated service, with no fewer than three years as a teacher.
2. In addition to or concurrent with the eight years, at least two years must include 100 hours of part-time, or 65 days of full-time, adult education and/or career technical education experience per year, with two years of full-time public school certificated K-12/Adult administrative experience.
3. Must be available to work evenings.

Desirable

Successful active school service in a public adult education management or counseling position.

NOTE: Not more than one year of service may be credited for any school year except that part-time adult education service used to satisfy requirement 2. above may have been concurrent with full-time service. For definitions of years of service, refer to Policy Guide E23.

Credential

A valid California Administrative Services Credential authorizing service at the secondary and adult education levels 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. Knowledge of current adult instructional programs and curriculum.
2. Ability to lead, direct, and supervise teachers and staff, including:
 - a. Sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public;
 - b. Ability to understand and make provision for divergent viewpoints of personnel involved in the total educational program;
 - c. Ability to recognize, use, and credit ideas to others;
 - d. Recognition that differences in backgrounds present an educational challenge toward the improvement of working relationships.

3. Knowledge of effective administrative and managerial practices and the ability to implement them.
4. Ability to administer a DACE Service Area in conformity with the Education Code and Board of Education rules.
5. Ability to organize and direct a program of adult education and work with other agencies in promoting the educational welfare of the community in which the school is located.
6. Knowledge of the purposes and challenges of the adult education program and of administration in the field of adult education.
7. Knowledge of state laws, the Education Code, Board of Education rules, District policies and operating procedures, collective bargaining agreements, administrative regulations, and negotiated contracts.
8. Ability to exercise diplomacy and judgment in directing the activities of the DACE Service Area.
9. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
10. Appropriate interpersonal type and methods to guide individuals and groups towards task accomplishment.
11. Ability to observe and evaluate certificated and classified staff.
12. Understanding of and sensitivity to diversity in the school community; knowledge of the District resources related to diversity.
13. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
14. Ability to compose and comprehend written communication.
15. Knowledge of and skill in effective budgetary processes and school finance, and skill in obtaining alternative funding resources.
16. Knowledge of and ability to administer specially funded programs initiated by public and private entities.
17. Knowledge of the District's student information system.
18. Mobility 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 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.

JLH