

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ASSISTANT PRINCIPAL, SECONDARY SCHOOL

Job Purpose

Assists the principal in performing secondary school management duties required by law, by the rules of the Board of Education, and by District policies and procedures. Assists the principal in maintaining a comprehensive, instructionally effective and compliant program that accelerates the academic achievement for all student subgroups and targeted populations, including English learners, low income students, foster youth, standard English learners, gifted and talented, and students with disabilities. May act as administrative head of the school in the absence of the principal.

Responsible to

Principal, Secondary School

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Assists in the implementation of and supervises and monitors core and supplemental instructional programs leading continuous student learning improvement.
2. Supports school leadership teams in developing long and short-range plans for academic achievement.
3. Develops, supports, guides, and evaluates teachers and other personnel to ensure the academic achievement of all student subgroups and targeted student populations.
4. Provides instructional support by building the capacity of teachers in implementing effective strategies to teach all student subgroups and targeted populations, including English learners, foster youth, low income students, standard English learners, gifted and talented, and students with disabilities.
5. Leads teachers and assists the principal to ensure that the professional development plan and intervention services are aligned with the Single Plan for Student Achievement and the District's Master Plan for English Language Learners.
6. Serves as an instructional team resource to schools, parents, and students.
7. Assists in formulating, interpreting, and implementing the school's administrative policies.
8. Coordinates and assists the principal with the school budgets and the monitoring of expenditures of school funds.
9. Collaboratively implements a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
10. Organizes, assists, and implements the School's Safety Plan and complies with mandated child abuse reporting.
11. Counsels students and 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.
12. Assists the school principal to meet state and federal mandates and to ensure instructional monitoring and compliance needs.
13. Assists with the overall campus management, student services, extracurricular activities, and community affairs.

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 course work in culture, language, and methodology to meet the requirements of the District's Master Plan for English Language Learners.

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

Experience

1. At least five years of successful full-time public school certificated service
2. At least three years as a teacher in a K-12 public school program
3. At least two school years of service in a certificated position(s) directly related to a secondary instructional program covering grades 6 through 12, inclusive
4. At least one year of verifiable experience in a non-classroom leadership position such as coordinator, instructional coach, or dean

NOTE: No more than one year of service may be credited for any school year except that service used to satisfy experience requirement 2. and 3., may have been concurrent with the service listed in requirement 1. For definitions of years of service, refer to Policy Guide E23.

Credentials

1. A valid California K-12 Teaching Credential requiring a bachelor's degree and a program of professional preparation, including student teaching
2. A valid Administrative Services Credential authorizing K-12 service

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of current instructional programs and curriculum and state standards.
2. Knowledge of the instructional needs of the District's diverse student population.
3. Knowledge of state, federal, and local policies, rules, and regulations pertaining to English learners, foster youth, low income students, standard English learners, gifted and talented, and students with disabilities.
4. Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups.
5. Ability to make formal, public presentations to various stakeholders.
6. Effective oral and written communication and interpersonal skills.
7. Skill in leading an instructional program including facilitating group processes, consensus building, and conflict resolution.
8. Capacity to lead, direct, supervise, coach, and evaluate teachers and other personnel.
9. Ability to effectively engage family and the community.
10. Understanding of, and sensitivity to, the needs of the various cultural, ethnic, socioeconomic, linguistic, and disability groups in the school community.

11. Knowledge of the Education Code, Board Rules, District policies, operating procedures, and negotiated collective bargaining agreements.
12. Ability to work collaboratively and build strong relationship with students, District personnel, and community and business partners.
13. Ability to direct the management activities.

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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