

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
**ASSISTANT PRINCIPAL, OPERATIONS,
ADULT AND CAREER EDUCATION**

A. Job Purpose

Serves as an assistant to an adult and career education principal in implementing the educational and administrative program at a community adult school and its branch classes or at an employment preparation center; provides educational leadership and supervises activities related to the instructional program.

B. Responsible to

Principal of a community adult school or employment preparation center to which assigned

C. Subordinates

Certificated and classified personnel as assigned

D. Functions

Essential Functions

1. Serves as the administrative head of the school in the absence of the principal.
2. Provides instructional leadership in the areas of curriculum development and implementation, supervision of instruction, staff development, staff evaluation and in-service education programs, proposal and/or grant writing, and orientation programs.
3. Administers adult education and career technical education programs on the main campus and its branch sites by formulating and interpreting administrative policies and by supervising and evaluating instruction in mandated curricular areas and in special programs.
4. Participates in the planning and development of the master program, involving such factors as curriculum requirements, teacher recruitment, availability of rooms, selection of appropriate instructional materials and equipment, and registration and enrollment procedures.
5. Organizes and coordinates the accreditation process, categorical program monitoring process, community advisory meetings, trade advisory meetings, marketing, charity drives, and other school events; coordinates plant maintenance; advises student council.
6. Acts as a professional growth adviser for credential renewal; procures substitutes and teacher coverage.
7. Develops and implements policies and procedures to maintain a safe and secure learning environment during the regular school day, late evening, and weekends by coordinating assignments of School Police personnel and Plant Security Aides and by regulating visitors on campus and by following District policies and procedures regarding emergency management.
8. Maintains acceptable standards of student behavior; develops procedures for student discipline.

9. Organizes and directs plant protection activities including problems of vandalism; supervises and coordinates fire, earthquake, and emergency drills; directs the program of safety education.
10. Assists with financial management of student body funds, Instructional Materials Account (IMA), budget maintenance, alteration and improvements, audio-visual materials, textbooks, and equipment; maintains inventory.
11. Interprets adult education and career technical education programs to the community and to legislators; actively participates in community and professional meetings and conferences; cooperates with business, industrial, and community groups to help meet educational needs; serves as liaison in developing joint venture projects within the local community.
12. Communicates District and local school programs and policies by preparing bulletins, handbooks, schedules, brochures, and publicity releases; supervises data collection and reporting systems; coordinates the master calendar.
13. Develops resources for assisting students through referral to social services, governmental, and private agencies.
14. Acts as a liaison with local districts, elementary and secondary schools for coordination, supervision, and participation in special programs.
15. Assists in the development and implementation of community based programs designed to promote community cohesiveness.
16. Participates in the development and implementation of a specific technology plan that addresses the needs of the site/community.
17. Conducts the selection, evaluation, and supervision of assigned certificated and classified staff.

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 or permits held by the incumbent that 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.

E. Qualifications

Education

Required

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.

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.
2. In addition to, or concurrent with the five 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. In lieu of the adult school experience, service in a

position which requires possession of a California administrative, supervisory or counseling credential may be substituted.

- NOTE:*
- a. *For the definitions of years of service for K-12 and adult education, refer to Policy Guide E23.*
 - b. *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 may have been concurrent with the service listed in 1.*
 - c. *Service in a community college district does not satisfy the requirements of 1 or 2.*

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of adult education and career technical education.
2. Ability to plan, organize, prioritize, and manage time.
3. Knowledge of effective administrative and managerial practices.
4. Interest in, and appreciation of, the purposes and problems of adult and career technical education.
5. Ability to exercise diplomacy and judgment in assisting in the administration of school activities.
6. Knowledge of District policies and procedures including ethics, goals, and objectives of the District and the Division of Adult and Occupational Education (DACE), District and DACE organizational structure and functions, and negotiated contracts.
7. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
8. Ability to market programs and recruit students.
9. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
10. Ability to compose and comprehend written communication.
11. Ability to utilize subordinates effectively.
12. Ability to travel to other sites/locations.
13. Ability to make formal, public presentations.
14. Knowledge of and skill in budget preparation and control.
15. Ability to effectively utilize computer technologies, such as email and word processing programs.
16. Ability to cope with crisis situations and the need to make immediate decisions.
17. Ability to cope with high volume work and multiple tasks.

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 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:

1. Service Credential with a specialization in administrative services
2. Standard or General Administration Credential
3. Secondary School Administration Credential
4. Standard Supervision Credential authorizing service as a principal of a secondary school

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