

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ASSISTANT PRINCIPAL, SCHOOL FOR THE DEAF AND HARD OF HEARING

A. Primary Function

Assists the principal of a school for the Deaf and hard of hearing in performing management duties as required by law, the rules of the Board of Education, and administrative regulations; may act as administrative head of the school in the absence of the principal.

B. Responsible to

Principal, School for the Deaf and Hard of Hearing

C. Subordinates

Certificated and classified personnel as assigned

D. Functions

Essential Functions

1. Serves as the head administrator at a school serving Deaf and hard of hearing students in compliance with state and federal law, District Board Rules, and administrative regulations.
2. Provides professional development to certificated staff regarding new instructional methodologies and technology; ensures that instruction provided complies with all District policies; provides staff development for classified staff.
3. Oversees the safe and appropriate transportation of all students to and from school and extracurricular activities.
4. Plans and coordinates extra-curricular activities for students, including interaction with students at general education sites.
5. Interacts with various county and state agencies that serve the Deaf and hard of hearing in order to optimize services for the students; collaborates, develops, and maintains relationships with outside business entities.
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. Assists with monitoring and maintenance of the school budgets and budgetary allocations.
8. Directs and evaluates the performance of subordinate personnel.

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 which 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 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 Master Plan for English Learners.

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 five school years of successful full-time public school certificated service, no fewer than three school years of which must have been in teaching service.
2. At least two school years of successful full-time public school certificated service in an instructional program(s) of two or more grade levels, preschool through grade 12, inclusive.
3. At least two years of full-time paid professional service in a special education school, special education class, or in a similar situation working with the Deaf and hard of hearing.

NOTE: Teaching service is defined as certificated service in which at least one-half of the school day is devoted to the direct instruction of students. No more than one year of service may be credited for any school year except that service used to satisfy requirement 2. and 3., above, may have been concurrent with the service listed in requirement 1. The desirable experience, below, may have been concurrent with the service listed in requirement 1. For definitions of years of service, refer to Policy Guide E23.

Desirable

1. Completion of a college course in (1) human relations dealing with such topics as the basic needs of people and how to work with others, with particular reference to the techniques of supervision, and (2) communication skills featuring such topics as the writing of letters, reports, and directives, and the effective use of horizontal and vertical communications. Experience in the above areas shall be accepted in lieu of the college courses.
2. Preparation in the areas of speech, language, and communication disorders.
3. Successful active school service as a speech and hearing specialist, audiologist, counselor, psychologist, or as a coordinating or resource teacher.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of deaf and hard of hearing students.
2. Ability to plan, organize, prioritize, and manage time for self and others.
3. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.

4. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
5. Ability to utilize subordinates effectively.
6. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
7. Knowledge of effective administrative and managerial practices.
8. Knowledge of effective budgetary processes and school finance.
9. Skill in obtaining alternative funding resources.
10. Knowledge of Pre K-12 general education curriculum, Special Education Alternate curriculum, research based curriculum for the Deaf, and District instructional objectives.
11. Ability to provide effective instructional leadership.
12. Knowledge of staff development resources.
13. Ability to work effectively with all racial, ethnic, and socio-economic groups.
14. Ability to communicate effectively with hearing and Deaf: students, supervisors, co-workers, parents, community representatives, and other District personnel, both individually and as a group.
15. Ability to communicate fluently using American Sign Language.
16. A basic understanding of the psychology and needs of Deaf and hard of hearing students, and a basic understanding of deaf culture.
17. Ability to compose and comprehend written communication.
18. Ability to observe students' and subordinates' activities.
19. Ability to cope with crisis situations.
20. Ability to cope with multiple tasks.
21. Ability to travel to other sites/locations.

NOTE: A candidate who is not proficient in American Sign Language or who does not have a basic understanding of Deaf culture will, if selected for the position, have one year in which to learn to communicate effectively using American Sign Language and to take coursework or professional development classes on Deaf culture.

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.

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