

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST

A. Job Purpose

Assists the elementary school principal in developing collaborative general and special education instructional programs and meeting special education compliance obligations, including ensuring that the legal requirements for the Individualized Education Plan (IEP) process are met, IEP mandated services are delivered and monitored, *Chanda Smith* Implementation Plans are addressed at the school site, appropriate instruction and services are provided to students with disabilities in the least restrictive environment and parent involvement and active participation is facilitated.

B. Responsible to

Principal, Elementary School

C. Subordinates

Certificated and classified personnel as assigned

D. Functions

Essential Functions

1. Facilitates the implementation of instructional modifications, accommodations and behavioral interventions that support student achievement in the general curriculum.
2. Coordinates ongoing collaboration between special education and general education personnel.
3. Coordinates and monitors the IEP process.
4. Monitors the implementation of required District procedures in accordance with the Special Education Compliance Guide.
5. Coordinates *Chanda Smith* Consent Decree school site plan implementation.
6. Prepares for, coordinates and monitors all school self-review and District Validation Review activities, including the submission of required corrective actions as necessary.
7. Plans and coordinates special and general education programs to ensure that students with disabilities have access to the core curriculum in the least restrictive environment.
8. Facilitates implementation of appropriate interventions, including interventions for English language learners.
9. Coordinates the integrated operation of a school-wide team designed to review and make recommendations for alternative instructional support for individual students who may be at risk of not meeting grade-level standards.
10. Facilitates special education referrals and related assessments, Section 504, behavioral intervention, Language Appraisal Team and Student Success Team referrals and assessments.
11. Coordinates ongoing professional development for certificated and classified staff, including paraeducators, to support achievement of students with disabilities in the least restrictive environment.
12. Ensures the inclusion of parents in determining appropriate instructional supports for students, assists families in accessing learning supports and encourages parents to be involved in school activities.
13. Ensures the maintenance of student records including documentation of interventions and outcomes, including interventions for English language learners.

14. Participates in the guidance, coaching and evaluation of certificated and classified staff including the collaborative evaluation of Designated Instruction and Services personnel working at the school site.
15. Provides training to site personnel on the use of IEP software.

Other Functions

1. Attends regular professional development meetings to remain knowledgeable of compliance with District, state and federal special education and related mandates.
2. 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.
3. 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 course work in multicultural education or equivalent study in accordance with Board Rule 4204.
3. At least two semester units each (six semester unit total), or the equivalent, of course work in culture, language and methodology to meet the requirements of the District's Master Plan for English Learners. (Note that the culture requirement is automatically satisfied by meeting the Board Rule 4204 requirements listed above.) For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language and Methodology Requirements for Administrators."

Experience

Required At least five school years of successful full-time public school certificated service.

Desirable

1. Elementary teaching experience.
2. Successful experience as a Program Specialist or in a position related to special education.
3. Successful experience in an elementary school leadership position, such as grade level chairperson, school coordinator, mentor teacher, demonstration teacher, or a position of a commensurate level requiring leadership in the instructional program.

Knowledges, Skills, Abilities and Personal Characteristics

1. Knowledge of the *Chanda Smith* Consent Decree, federal and state laws and District policies and procedures pertaining to special education, and Section 504.
2. Knowledge of District, state and federal standards, goals and guidelines related to general and special education elementary school instructional programs and curriculum.
3. Knowledge of the Education Code, Board Rules, District policies and operating procedures and negotiated agreements.
4. Knowledge of and expertise in literacy (including intervention) and language acquisition strategies for elementary school students.
5. Professional growth appropriate for educational administration at the elementary level.
6. Capacity to lead, direct and supervise fellow workers in education including facilitating group processes such as consensus building and conflict resolution.

7. Understanding of, and sensitivity to, the needs of diverse ethnic, racial, socio-economic, linguistic and disability groups in the school community.
8. Ability to communicate effectively with school staff, students, parents, community representatives and other stakeholders and District personnel, both individually and as a group.
9. Ability to direct management activities associated with the functions of this position.
10. Ability to compose and comprehend written communication.
11. Facility in the use of computers and related instructional technology.
12. Knowledge of staff development and inservice resources; ability to plan, organize and implement staff/professional development activities.
13. Ability to gather, analyze, organize and utilize data for the improvement of the instructional program.
14. Ability to traverse all areas of the school site.
15. 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 a certificate of eligibility must be in force and on file in the Office of the Los Angeles County Superintendent of Schools or the Credential Services Unit of the Los Angeles Unified School District:

1. Service Credential with specialization in administrative services authorizing service as a principal of an elementary school
2. Elementary School Administrative Credential
3. Standard or General Administrative Credential
4. Standard Supervision Credential authorizing service as a principal of an elementary school

NOTE: This is a Master Salary Table class.