

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ASSISTANT PRINCIPAL, ADULT COUNSELING SERVICES

Job Purpose

Serves as a member of the administrative staff at one of the Division of Adult and Career Education's schools to which assigned; plans, organizes, and implements the counseling, guidance, and assessment program.

Responsible to

Principal of the school to which assigned

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Provides leadership for the counseling, guidance, and assessment program of the school to which assigned; assigns and supervises the work of the counseling staff; ensures that guidance and counseling services are provided throughout the daily operation of the school, including branch locations.
2. Interviews and counsels adults and minors to assist them in developing occupational and educational plans; establishes and maintains a library of occupational and educational reference materials as an aid to the counseling and guidance process.
3. Prescribes and administers group and individual tests for determining aptitudes, interests, abilities, and achievements as part of occupational and educational counseling; interprets test results and discusses with students options related to occupational choice, educational planning, and personal growth.
4. Assists in planning the school schedule of classes and programs; conducts student orientations; oversees and monitors student registration, placement, and attendance; assists with new curriculum implementation.
5. Observes, supports and evaluates teachers and other subordinate personnel.
6. Secures and maintains records describing significant aspects of the process and results of counseling; interprets and evaluates student cumulative records, health information, and other data with regards to California law and District and Division of Adult and Career Education policies; directs the maintenance of all attendance records and class credit information contained in the computerized Adult Student Information System.
7. Confers with school administrators, counselors, and other school personnel regarding recommending and placing students in appropriate programs; provides assistance, including in-service, to classroom teachers and other school staff regarding student and educational concerns.
8. Maintains liaison with appropriate public agencies, secondary and post-secondary institutions, community groups, and organizations for the purpose of referring various student populations to available resources.
9. Plans and coordinates graduation and other student activities.

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.

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 five school years of successful certificated service in a public school program
2. At least three school years of successful teaching or counseling experience at a secondary or adult education school

Desirable

At least one year of adult education service

NOTES:

- a. For definitions of years of service for K-12 and adult education, refer to Policy Guide E23.
- b. Service in a community college district does not satisfy the requirements of 1. or 2.

Credentials

Required

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. Administrative Services Credential
2. Pupil Personnel Services Credential with a specialization in School Counseling

Desirable

A valid California credential authorizing teaching service at the secondary school or adult education level

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of current adult and vocational education curriculum, graduation requirements, District instructional objectives, and the best adult instructional methods and strategies.
2. Knowledge of federal, state, and local policies, rules, regulations, and legislation pertaining to the adult and vocational education counseling, testing, and guidance program.
3. Knowledge of District and the Division of Adult and Career Education policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
4. Ability to work effectively and cooperatively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
5. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
6. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
7. Ability to utilize subordinates effectively and to observe and evaluate subordinates' activities.
8. Knowledge of effective administrative and managerial practices and the ability to implement them.
9. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields of adult and vocational education and counseling, testing, and guidance techniques.
10. Ability to plan, organize, prioritize, and manage time for self and others.
11. Knowledge of staff development and in-service resources.

12. Ability to communicate effectively with students, parents, colleagues, community representatives, and District personnel, both individually and as a group.
13. Ability to compose and comprehend written communication.
14. Knowledge of community educational and vocational resources.
15. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in counseling services 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.

JRT