



**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

**REQUIREMENTS FOR
SCHOOL-BASED CERTIFICATED MANAGEMENT CLASSES**

General Qualification Policies:

All minimum requirements must be met on or before the filing deadline of any announced position. Additionally, it is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Division. For information please contact our office at (213) 241-6886.

Minimum Requirements for all K-12 and Adult administrative positions (unless otherwise specified) include:

- California Administrative Credential
- Pupil Personnel Services Credential (Assistant Principal, Secondary Counseling Services and Assistant Principal, Adult Counseling Services)
- California K-12 Teaching Credential
 - Except for Adult School Education positions
- Master's degree from an accredited college or university
- Multicultural Coursework
- Master Plan Coursework
 - Except for Adult School Education positions
- Experience - Check the specific requirement listed for each position

Minimum Requirements for Early Education Childhood administrative positions include:

- California Child Development Program Director Permit or an Administrative Services Credential authorizing service at the preschool level
- Master's degree from an accredited college or university
- Multicultural Coursework

ELEMENTARY CLASSIFICATIONS

ELEMENTARY PRINCIPAL

Experience requirement:

8 years of successful full-time service in a public school district certificated position(s), no fewer than three years of which must have been in teaching service. In addition to or concurrent with the eight years required above: (a) At least two years of service in a certificated position(s) directly related to an elementary instructional program covering grades Pre K through 6; and (b) At least one year of service in an administrative or supervisory position utilizing an administrative credential; or One year experience in a school-based Assistant Principal-level position; or Three years experience in a school-based leadership non-classroom assignment. *(A service year of full-time certificated service is a school year during which an employee receives a salary for the number of hours corresponding to 130 full days of paid time).*

ASSISTANT PRINCIPAL, ELEMENTARY

Experience requirement:

5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been directly related to an instructional program, grades Pre K-6. At least one year of verifiable experience must have been in a non-classroom leadership position such as coordinator, instructional coach, etc.



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ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST

Experience requirement:

5 years of successful full-time public school certificated service.

Desirable Experience:

Elementary teaching experience; successful experience as a Program Specialist or in a position related to special education; successful experience in an elementary school leadership position, such as a school coordinator, mentor teacher, or demonstration teacher.

SECONDARY CLASSIFICATIONS

SECONDARY PRINCIPAL

Experience requirement:

8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been at a middle or senior high school, grades 6-12. For middle school assignments, the 2 years may be at an elementary, middle or senior high school. At least one year of service in an administrative or supervisory position utilizing an administrative credential. Experience at each location must be the equivalent of one year of full-time certificated service. (*A service year of full-time certificated service is a school year during which an employee receives a salary for the number of hours corresponding to 130 full days of paid time*).

ASSISTANT PRINCIPAL, SECONDARY

Experience requirement:

5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been at a middle or senior high school, grades 6-12. At least one year of verifiable experience must have been in a non-classroom leadership position such as coordinator, instructional coach, dean, etc.

ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES

Experience requirement:

5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher in a K-12 program. In addition to or concurrent with the 5 years, no fewer than 2 years of successful experience in a middle/senior high school counseling office.



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SPAN SCHOOLS

PRINCIPAL, SPAN SCHOOL

Experience requirement:

8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been at an elementary, middle or senior high school with no fewer than 2 years in an administrative position. Experience must include certificated service at a minimum of two locations, and at least one year in a school-based assistant principal level position.

SPECIAL EDUCATION CLASSIFICATION

PRINCIPAL, SPECIAL EDUCATION

Experience requirement:

8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been directly related to a K-12 instructional program with at least 2 years in a special education school, class, or working with students having special education needs.

ASSISTANT PRINCIPAL, SPECIAL EDUCATION

Experience requirement:

5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been directly related to a K-12 instructional program working with students having special education needs.

CONTINUATION CLASSIFICATION

PRINCIPAL, CONTINUATION HIGH SCHOOL

Experience requirement:

5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been in a middle or senior high school, grades 6-12. At least one year of verifiable experience must have been in a non-classroom leadership position, such as coordinator, instructional coach, dean, etc.



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ADULT CLASSIFICATION

PRINCIPAL, ADULT

Experience requirement:

8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to, or concurrent with the 8 years, at least 2 years must include 100 hours of part-time, or 65 days of full-time, adult education and/or career technical education experience per year, with 2 years of full-time public school certificated K-12/Adult administrative experience. Must be available to work evenings.

ASSISTANT PRINCIPAL, ADULT

Experience requirement:

At least 5 school years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to, or concurrent with the 5 years, at least 2 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.

ASSISTANT PRINCIPAL, ADULT COUNSELING SERVICES

Experience requirement:

At least 5 years of successful full-time certificated public school service, with no fewer than 3 years as a teacher or counselor. In addition to, or concurrent with the 5 years, 2 years must include 100 hours of part-time, or 65 days of full-time, adult school experience per year, including one year as an adult education classroom teacher.

EARLY EDUCATION CHILDHOOD CLASSIFICATION

PRINCIPAL, EARLY EDUCATION CHILDHOOD

Experience requirement:

At least three school years of successful full-time service as a teacher or in an administrative or supervisory position in a public school child development program, licensed child day care center, preschool or elementary school (K-3).

District Website for employment updates @ http://www.teachinla.com/admin_vacancies/

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