



LOS ANGELES UNIFIED SCHOOL DISTRICT

All Youth Achieving

Local District East

ADMINISTRATOR, COMMUNITY OF SCHOOLS

49G (School Support Administrator, 0515)

The Administrator, Community of Schools (COS) serves as the instructional leader for a community of schools and supervises and supports school principals in aligning students' needs with the resources to ensure that students are prepared for college, career, and life. The Administrator, Community of Schools communicates performance standards and uses accountability measures to ensure that the essential elements of an effective learning environment are in place at assigned schools. The administrator collaborates with principals to provide support for teachers and guides principals in their efforts to connect teachers to resources to improve instruction. The administrator is directly responsible for increasing equity within their community of schools, which includes unbiased identification of students and tracking services to make sure the needs of students are met.

Primary Duties/Responsibilities:

- Provides leadership and direction for the planning of goals, implementation, improvement, and evaluation of the instructional program in assigned schools.
- Develops the ability of principals and their school instructional teams to create, implement, and monitor a strategic plan that meets achievement goals that ensure students achieve high academic standards, are postgraduate bound, and attain the foundation for life-long success.
- Assesses the leadership capacity of each principal and their leadership teams (including teacher leaders and assistant principals).
- Holds their leadership team and principals accountable through regular performance evaluations to ensure the implementation of a high-quality instructional program and optimal learning environments for all.
- Assesses principal quality within the community of schools and effectively plans for, facilitates, and executes school leadership transitions as needed (including succession planning) in consultation and partnership with the community of schools team.
- Leads the creation of a plan, in collaboration with other community of schools staff, for improving equity within the community of schools.
- Collaborates with their leadership team to provide coaching and feedback to principals and to help principals improve school outcomes and accelerate academic achievement.
- Supports the performance of their leadership team and support staff through communication of performance expectations, effective observations, documented actionable feedback, and assistance and guidance when necessary.
- Utilizes key District data to guide the support, development, and evaluation of community of schools staff members.
- Collaborates with principals, school staff, community stakeholders, and other District leaders to create safe, welcoming, nurturing, and engaging learning environments that promote academic proficiency and socioemotional growth for all students.
- Collaborates with school leaders to closely monitor school improvement through a cycle of continuous improvement.
- Ensures that staffing patterns, student grouping plans, scheduling, and organizational structures are appropriate to desired student outcomes.
- Regularly monitors school and student performance on metrics aligned to the District's defined performance measures to assist in assessing principal leadership capacity, the schools' progress toward implementation of school-specific strategic plans, and the community of schools' results in achieving student achievement gains.
- Establishes and maintains communication with parents and the community regarding accountability for results and ensures that all parent education and involvement activities promote and are aligned with District student achievement goals.
- Evaluates the performance of subordinate personnel.
- Performs other duties as assigned.

Salary: 49G, (School Support Administrator, 0515) – A Basis (\$126,269 – \$157,236) – 262 paid days

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.



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Minimum Requirements:

- At least eight (8) years of successful, full-time public school service in a certificated position(s), no fewer than three (3) years of which must have been as a school principal
- A valid California Administrative Services Credential
- An earned master's degree or advanced degree of at least equivalent standard conferred by an accredited college or university
- Completion of required Multicultural Education and Master Plan coursework*

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

**Applicants have one year to complete this requirement.*

NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6886.

Desirable Experience/Qualifications:

- Ability to be a dynamic instructional leader and to develop and communicate a coherent instructional vision for a community of schools
- Knowledge and ability to support the instructional needs of all student subgroups
- Knowledge and ability to support the operational needs of schools
- Knowledge of and the ability to design and deliver staff development
- Knowledge of current instructional programs and curriculum
- Ability to develop leaders, build effective collaborative teams, and coach team members to ensure professional and career growth
- Ability to analyze and synthesize multiple sources of data to inform daily decisions and indicate areas for improved instructional practice
- Ability to communicate effectively with stakeholders, colleagues, other District personnel, and community representatives, both individually and as a group
- Ability to cope effectively and provide assistance and guidance during crisis and controversial situations
- Ability to make challenging decisions, remain professional under stress, and possess exceptional judgement
- Ability to build collaborative relations with a broad variety of constituent groups, including both internal and external partners
- Knowledge of effective administrative and managerial practices and skills to implement them
- Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, negotiated contracts, and consent decrees as these affect general and special education, parent and community engagement, support services, and school operations
- Ability to compose and comprehend written communication
- Ability to observe, utilize, and evaluate subordinates effectively
- Ability to travel to other sites/locations

Application Procedure:

To be considered for this position, qualified applicants must submit the following application materials online at the link below:

1. Letter of interest that describes qualifications for this position and successful experience in the following areas:
 - Supporting the growth and development of leaders and building collaborative teams
 - Responding to the instructional needs of various student subgroups
 - Fostering a data-driven culture.
2. Current résumé (include employee number, if an LAUSD employee)
3. List of three professional references that includes the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the positions.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Applicants must submit all application materials online at the following link: <http://bit.ly/LDE-Admin-COS>.

EXTENDED DEADLINE: MAY 14, 2019 – 5:00 p.m.

All application materials must be received by the filing deadline.

MATERIALS SENT BY FAX, SCHOOL MAIL, U.S. MAIL, OR EMAIL WILL NOT BE ACCEPTED.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.