



Los Angeles Unified School District
All Youth Achieving

MICHELTORENA ELEMENTARY SCHOOL
ASSISTANT PRINCIPAL, ELEMENTARY

The Los Angeles Unified School District seeks an outstanding Assistant Principal, Elementary to partner with the principal to lead the students, staff, and community at Micheltorena Elementary School towards academic success.

Micheltorena Elementary School is a single track TK-5 school located at 1511 Micheltorena St. Los Angeles, CA 90026. A successful Spanish Dual Language Program is a part of the school. The enrollment is approximately 408 with approximately 11% students with disabilities, 57% Hispanic, 29% White, and 12% English Learners.

The Ideal Candidate will have experience in planning, designing and implementing differentiated professional development to support social, emotional, and academic needs of students; the ability to make formal, public presentations to various stakeholders; ability to collaborate effectively with all stakeholders; experience supervising instructional staff and paraprofessionals; experience in Restorative Justice; effective oral and written communication skills; the ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups; experience with District Dashboards, Schoology, MyData, MiSiS, Welligent, and other District reporting and tracking systems; knowledge of the instructional needs of students with disabilities, gifted learners, English Learners, second language learners, foster youth, and/or low income students; knowledge of state, federal, and local policies, rules and regulations pertaining to GATE, Special Education, ELs, foster youth, and low income students and enrollment and attendance of specialized populations. Bilingual Spanish preferred.

Salary: MST 37G - B Basis (\$78,868 – \$98,233) – 221 paid days

- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- For 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).
- Selected individual may be subject to displacement due to norm allocation and seniority based RIF provisions or due to budget limitations.

Required Experience must be in a public school setting:

- Five years of successful full-time public school certificated service
- Three years of experience as a teacher in a K-12 public school program
- Two years of experience at an elementary school
- One year in a leadership position (non-classroom), such as, instructional coach or coordinator

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.

Minimum Requirements include:

(All minimum requirements must be met on or before the filing deadline. It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection Unit. For information on submitting your documentation, please call (213) 241-6886).

- A valid California teaching credential requiring a Bachelor's degree and a program of professional preparation, including student teaching
- A valid California Administrative Services Credential
- Master's degree from an accredited college or university
- Multicultural coursework*
- District Master Plan requirements*

***Candidates have one year to complete this requirement**

For all school based administrative positions, candidates must be in the appropriate LAUSD eligible pool for the position or currently serving in the class for which they are applying. In order to be placed in the eligible pool, candidates must successfully complete the appropriate LAUSD Aspiring Administrator Program. Qualified applicants not in an eligible pool from within or outside LAUSD may be considered if fewer than five applicants from the eligible pool apply for the position.

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

Application Procedure:

To be considered, you must submit the following:

1. Cover letter that describes your successful experience in the following areas:
 - Building the capacity of instructional staff
 - Implementing an instructional initiative and monitoring for deliverables
 - Using student data to modify instruction to address the needs of student subgroups
2. Current resume (include employee number, if a District employee)
3. A list of three (3) references with their contact information including the current administrator

Please submit materials to via email or US mail:

Chiae Byun-Kitayama, Ed.D., Director
Local District Central
cbyun1@lausd.net
333 S. Beaudry Avenue 11th Floor, Los Angeles, CA 90017
(213) 241-0136

DEADLINE DATE: DECEMBER 5, 2017– 5:00 P.M.

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