

LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division

Class Description

PRINCIPAL, SECONDARY SCHOOL

Job Purpose

Serves as the instructional leader, chief fiscal officer, and the chief administrator of a secondary school and is responsible for the direction of the instructional program, staff performance, and the operation of the school plant and related facilities; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

Responsible to

Instructional Area Superintendent or designee

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Provides leadership and facilitates collaboration with all stakeholders on setting key objectives for learning; assesses progress toward meeting the objectives; develops the school's Single Plan for Student Achievement and measures the outcomes of these objectives.
2. Provides supervision, guidance, evaluation, and assistance in instructional practices and curriculum development that is culturally relevant and responsive to the language, social, and the academic needs of all student subgroups, including Standard English Learners, English Learners, students with disabilities, and Gifted and Talented students.
3. Provides effective professional development and training for all stakeholders to improve student achievement.
4. Directs the school's strategy to achieve strategic placement of students in accordance with the District's English Learner Master Plan and as appropriate for District goals for desired student outcomes.
5. Evaluates the performance of certificated and classified personnel assigned to the school site.
6. Prepares school budgets and is responsible for the monitoring of expenditures of all school funds in accordance with federal, state, and District guidelines, and assures they are aligned with areas of need, school goals, and data.
7. Collaboratively creates and implements a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
8. Complies with and implements the District Discipline Foundation Policy and ensures respective data is entered into all District systems (i.e., iSTAR and LAUSDMax).
9. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
10. Organizes and implements a "Safe School Plan" and complies with mandated child abuse reporting procedures.
11. Ensures the maintenance of a clean physical environment that is conducive to good health and safety.
12. Engages families and community members as partners and maintains positive public relations and communication structures.
13. Serves as a resource for and liaison to the stakeholders of the school community.
14. Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, collective bargaining agreements, and negotiated contracts.
15. Organizes and is responsible for student extra-curricular activities and fundraising events.

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 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.
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.
3. At least two semester units each (six semester units total), or the equivalent of course work in culture, language, and methodology to meet the requirements of the District's English Learner Master Plan.

For additional information on Master Plan requirements, refer to Human Resources Division bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

Required

1. At least eight school years of successful full-time service in a public school certificated position(s), no fewer than three years of which must have been in K-12 teaching service.
2. In addition to or concurrent with the eight years required above:
 - a. At least two years of public school certificated service directly related to an instructional program at a middle or senior high school covering grades 6 through 12, inclusive (elementary service may qualify for service in middle school assignments).
 - b. At least one year of service in an administrative or supervisory position utilizing an administrative credential, such as assistant principal or equivalent position.

Desirable

Successful full-time active service as a dean, head counselor, or an assistant principal in a middle, senior, four-year, or six-year day high school or in a position of a commensurate level requiring supervision of or leadership in the instructional program and teaching personnel in such school.

NOTE: No more than one year of service may be credited for any school year except that service used to satisfy experience requirement 2. Above may have been concurrent with the service listed in requirement 1. For definitions of years of service refer to Policy Guide E23.

Credentials

A valid California K-12 teaching credential and an Administrative Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of current instructional programs and curriculum.
2. Ability to lead, direct, and supervise teachers and staff, including:
 - a. Sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public;
 - b. Ability to understand and make provision for divergent viewpoints of personnel involved in the total educational program;
 - c. Ability to recognize, use, and credit ideas of others;
 - d. Recognition that differences in backgrounds present an educational challenge toward the improvement of working relationships.

3. Evidence of educational leadership at the secondary level, including the ability to:
 - a. Promote and provide opportunities for recognition, development, and leadership among students and colleagues; and
 - b. Work cooperatively with students, families, school and administrative personnel, and community partners.
4. Professional growth appropriate for educational administration at the secondary level; awareness of and ability to recognize the effect of proposed or new local or state requirements on secondary educational offerings; alertness in the perception of policy and information needs.
5. Understanding of and sensitivity to diversity in the school community and knowledge of District resources and instructional materials related to diversity.
6. Knowledge of effective administrative and managerial practices and ability to implement them.
7. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
8. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
9. Ability to direct the management activities associated with the positions of middle school principal and senior high school principal.
10. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, Board of Education rules and resolutions, collective bargaining agreements, negotiated contracts, and consent decrees.
11. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
12. Ability to compose and comprehend written communication.
13. Knowledge of and skill in budget preparation and control.
14. Ability to observe and evaluate subordinates' activities.
15. Mobility to traverse all areas of the work site.
16. 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.

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.

MF