

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, SCHOOL FOR THE DEAF AND HARD OF HEARING

Job Purpose

Serves as the chief administrator and instructional leader of a school for the Deaf and hard of hearing; establishes and maintains educational programs in compliance with District objectives; and directs the operations of the school site; 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

Functions

Essential Functions

1. Performs the duties of head administrator at a school serving Deaf and hard of hearing students in compliance with state and federal law, Board of Education rules and administrative regulations.
2. Serves as the instructional leader of the school by providing professional development to certificated staff regarding new instructional methodologies and technology; ensures that instruction provided complies with all District policies; and provides staff development for all classified staff.
3. Assists with the interviewing, hiring and assigning of certificated and classified staff as mandated by state and federal legislation; formally evaluates certificated and classified staff as required.
4. Participates in the Individualized Education Program (IEP) meetings of enrolled students; verifies that the meetings are conducted annually and that the necessary records and other legally required documents are completed and processed by all staff members involved.
5. Plans and coordinates extra-curricular activities for students, including interaction with students at general education sites.
6. Monitors the operation of the physical plant by communicating with the plant manager concerning the maintenance of, and repairs to, the school site to meet the needs of the school population.
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.
8. Monitors the operation of the school cafeteria; informs the cafeteria manager of the particular dietary needs of the students.
9. Oversees the safe and appropriate transportation of all students to and from school and on extra-curricular activities; looks after students until adequate home supervision can be located.
10. Interacts with various county and state agencies that serve the Deaf and hard of hearing to optimize services for the students; collaborates with and maintains a relationship with outside business entities.
11. Provides parents with information concerning the special needs of the students, special education law and due process; participates in due process mediation as required.
12. Prepares the school budgets and maintains control over budgetary allocations.
13. Oversees the medical needs of the students by monitoring the treatment protocols and ensuring that the proper equipment and supplies are available; plans for, and responds appropriately in an emergency, or crisis situation utilizing District and community medical resources.

14. Maintains the well being of medically fragile and vulnerable students by coordinating their toileting and feeding, implementing behavior plans in compliance with District guidelines and reporting all suspected cases of child abuse to the proper authorities in the prescribed manner.
15. Directs and evaluates the performance of subordinate personnel.

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 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 coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

Required

1. At least eight school years of successful full-time public school certificated service, no fewer than three school years of which must have in teaching service.
2. At least two school years of successful full-time public school certificated service in an instructional program(s) of two or more grade levels, pre-school through grade 12, inclusive.
3. At least two years of full-time paid professional service in a special education school, special education class, or in a similar situation working with Deaf and hard of hearing students.

NOTE: Teaching service is defined as certificated service in which at least one-half of the school day is devoted to the direct instruction of students. No more than one year of service may be credited for any school year except that service used to satisfy requirement 2. and 3., above, may have been concurrent with the service listed in requirement 1. The desirable experience, next page, may have been concurrent with the service listed in requirement 1. For definitions of years of service, refer to Policy Guide E23.

Desirable

1. Completion of a college course in (1) human relations dealing with such topics as the basic needs of people and how to work with others, with particular reference to the techniques of supervision, and (2) communication skills featuring such topics as the writing of letters, reports, and directives, and the effective use of horizontal and vertical communications. Experience in the above areas shall be accepted in lieu of the college courses.
2. Preparation in the areas of speech, language, and communication disorders. Successful active school service as a speech and hearing specialist, audiologist, counselor, psychologist, or as a coordinating or resource teacher.

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 the fundamental principles and accepted practices, current trends, literature, and research in the field of Deaf and hard of hearing students.
2. Knowledge of Pre K-12 general education curriculum, Special Education Alternate curriculum, research based curriculum for the Deaf, and District instructional objectives.
3. 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.
4. Knowledge of effective administrative and managerial practices.
5. Knowledge of effective budgetary processes and school finance.
6. Knowledge of staff development resources.
7. A basic understanding of the psychology and needs of Deaf and hard of hearing students and a basic understanding of Deaf culture.
8. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
8. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
10. Skill in obtaining alternative funding resources.
11. Ability to plan, organize, prioritize, and manage time for self and others.
12. Ability to utilize subordinates effectively.
13. Ability to provide effective instructional leadership.
14. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
15. Ability to communicate effectively with hearing and Deaf students, supervisors, co-workers, parents, community representatives, and other District personnel, both individually and as a group.
16. Ability to communicate fluently using American Sign Language.
17. Ability to compose and comprehend written communication.
18. Ability to observe students' and subordinates' activities.
19. Ability to cope with crisis situations.
20. Ability to cope with multiple tasks.
21. Ability to travel to other sites/locations.

NOTE: A candidate who is not proficient in American Sign Language or who does not have a basic understanding of Deaf culture will, if selected for the position, have one year in which to learn to communicate effectively using American Sign Language and to take coursework or professional development classes on Deaf culture.

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.

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