

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, CONTINUATION HIGH SCHOOL

Job Purpose

Serves as chief administrator of a continuation high school and is responsible for the safety of the students and school staff, the direction of the instructional program, and the operation of the school's facilities; develops and maintains, in cooperation with the school's stakeholders, a program of educational activities, counseling and guidance adapted to the individual needs of each student; 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. Supervises and coordinates the activities of the school's certificated and classified staff, including assigning and scheduling teaching and other work assignments; assists with the selection, promotion, transfer, demotion, and dismissal of personnel assigned to the school; teaches a maximum of two class periods.
2. Plans the master schedule of classes and directs the scheduling of students; plans and supervises state and District testing programs.
3. Administers and coordinates English Learners, Standard English Learners, Title I, Special Education, and Title IX programs in compliance with state and federal law.
4. Organizes and administers an individualized program of student counseling and guidance with emphasis on the personal, educational, and career concerns of each student; coordinates and supervises vocational and college counseling, and the work experience program, and the evaluation of the off-campus workplace environment.
5. Confers with teachers, students, parents, and District administrators in matters pertaining to safety, student health, welfare, discipline, and attendance; takes appropriate action such as implementing behavior modification procedures; participates as a member of the administrative team that determines student transfers into and out of the school.
6. Prepares budget estimates and collaborates with appropriate District staff and stakeholders in the development and monitoring of the annual budget and allocation of funds; supervises student body finances.
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. Develops and implements strategies for student, parent, and community involvement in school activities.

9. Directs the maintenance and operation of the school's physical plant; plans for the equitable and efficient use of facilities; provides for the regular inspection of equipment and facilities to eliminate unsafe conditions; initiates and submits requests for repairs, alterations or improvements of the school site.
10. Participates in the development and evaluation of curriculum and the instructional program and in the selection of textbooks, resource publications, instructional materials and equipment; determines staff needs for instructional materials and equipment; directs the requisition and/or purchase and storage of materials and equipment.
11. Provides appropriate orientation, in-service, and staff development activities with emphasis on counseling and working with at-risk youth.
12. Serves as a resource and liaison to the school stakeholders and others; provides information to state, county, and city public agencies as required; serves as District representative when subpoenaed; interprets and implements Board of Education rules, policies and procedures, collective bargaining agreements, and negotiated contracts; and articulates with the stakeholders the concepts of school improvement, restructuring, and reform.
13. Conducts a comprehensive intake interview for students and their parents/guardians to help students set goals and develop their Individuated Graduation Plan.
14. Directs the school's Western Association of Schools and Colleges accreditation process.
15. 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 or permits held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

Required

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 English Learner Master Plan.

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 five school years of successful full-time public school certificated service, no fewer than three years of which must have been in teaching service.
2. At least two years of service in a certificated position(s) directly related to an instructional program including two or more grade levels, 7 through 12, inclusive.

NOTE: No more than one year of service may be credited for any school year except that service used to satisfy 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.

Desirable

1. Teaching and/or counseling experience in a continuation, alternative, or opportunity school.
2. Teaching experience in two or more secondary subject fields.
3. Ability to communicate in a language other than English.

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 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.
2. Ability to work effectively and cooperatively with diverse racial, ethnic, socioeconomic, linguistic, and disability groups.
3. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
4. Knowledge of effective administrative and managerial practices and the ability to implement them.
5. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of continuation education, and laws pertaining to juveniles and at-risk youth.
6. Ability to plan, organize, prioritize, and manage time for self and others.
7. Knowledge of, and skill in, effective budgetary processes and school finance.
8. Skill in obtaining alternative funding resources.
9. Knowledge of staff development and in-service resources and the ability to implement them.
10. Knowledge of secondary curriculum, District standards, instructional objectives, and best instructional methods and strategies.
11. Knowledge of, and skill in, the best counseling and guidance techniques and interpretation of testing data.
12. Knowledge of federal, state, and local policies, rules, laws, regulations, and legislation pertaining to continuation education.
13. Knowledge of matters related to personnel, purchasing, maintenance and operations, food services, payroll, facilities, and contracts.
14. Ability to make formal, public presentations.
15. Ability to communicate and work effectively with students, supervisors, peers, teachers, other District personnel, parents, and community representatives, both individually and as a group.
16. Ability to compose and comprehend written communication.
17. Ability to observe and evaluate subordinates' activities.
18. 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.

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