

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**ASSISTANT PRINCIPAL, SPECIAL EDUCATION**

**Job Purpose**

Assists the principal of a school for special education students in performing management duties as required by law, the rules of the Board of Education, and administrative regulations; may act as administrative head of the school in the absence of the principal.

**Responsible to**

Principal, Special Education

**Subordinates**

Certificated and classified personnel as assigned by the principal

**Functions**

Essential Functions

1. Assisting in formulating, interpreting, and implementing the school's administrative policies.
2. Supervising instruction, activities, and a physical care program.
3. Developing and improving instructional programs and student services, plant management, staff development, and parent-school relations.
4. 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 which 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 two semester units of specific and two semester units of general coursework in multicultural education or equivalent study.
3. For employees being paid on the Master Salary Table for the first time, 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

1. At least five school years of successful full-time public school certificated service, no fewer than three school years of which must have been 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 students having special education needs.

### Credentials

A California 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. Professional growth appropriate to this field of educational administration; awareness of and ability to recognize the effect of proposed new local or state requirements upon educational offerings for students having special education needs; alertness in the perception of policy and information needs.
2. Evidence of educational leadership, including ability to:
  - a. Promote and provide opportunities for recognition, development, and leadership among students and colleagues, and
  - b. Work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
3. Capacity to lead, direct, and supervise fellow workers in education on a democratic basis, 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 background presents an educational challenge toward the improvement of working relationships.
4. Understanding of, and sensitivity to, the needs of the various cultural and ethnic groups comprising the Los Angeles community; a definite interest in and sympathetic understanding of the problems of special education students and their families.
5. A basic understanding of the psychology and needs of the handicapped and the principles, methods, and problems of teaching such students.
6. Knowledge of the Education Code, Board Rules, District policies, negotiated agreements, and operating procedures of the Special Education Division.
7. Facility in oral and written communication.
8. Appropriate appearance and cleanliness.
9. Ability to direct the management activities associated with the position of an assistant principal of a school serving special education students.
10. Appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives, and students.

### *Desirable*

1. Completion of a college course in:
  - a. 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.
  - b. Communication skills featuring such topics as the writing of letters, reports, and directives, and the effective use of horizontal and vertical communications.
  - c. Experience in the above areas shall be accepted in lieu of the college courses.
2. Successful active school service as a counselor, psychologist, program specialist, or adviser.

*For definitions of years of service refer to Policy Guide E23.*

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.

Special Requirement

Annual Bloodborne Pathogen training (new employees must complete prior to employment).

*NOTE: This is a management 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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