

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
PRINCIPAL, SCHOOL FOR PREGNANT MINORS

Job Purpose

Serves as the chief administrator of a school serving pregnant and parenting minors, 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.

Responsible to

Coordinator, Secondary Options Programs or equivalent

Subordinates

Assistant Principal, Secondary Counseling Services
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 of teaching and other work assignments; and assists with the selection, promotion, transfer, demotion, and dismissal of personnel assigned to the school.
2. 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.
3. Plans the master schedule of classes and directs the scheduling of students; and plans and supervises state and District testing programs.
4. Administers and coordinates school programs for assigned high school in compliance with state and federal law.
5. Organizes, administers, and/or supervises an individualized program of student counseling and guidance with emphasis on the personal, educational, and career concerns of each student; and coordinates and supervises vocational, college counseling, and the work experience program, including articulation with other schools and programs and evaluation of the off-campus workplace environment.
6. Confers with teachers, students, parents, and District administrators in matters pertaining to student safety, health, welfare, discipline, and attendance and takes appropriate action such as implementing behavior modification procedures; and participates as a member of the administrative team that determines student transfers.
7. Supervises student body finances, prepares budget estimates, and collaborates with appropriate District staff and stakeholders in the development and monitoring of the annual budget and allocation of funds.
8. Develops and implements strategies for student, parent, and community involvement in the school's activities.
9. Directs the maintenance and operation of the school's campus; plans for the equitable and efficient use of facilities; provides for the regular inspection of equipment and facilities to eliminate unsafe conditions; and 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; and directs the requisition and/or purchase and storage of such materials and equipment.

11. Provides appropriate orientation, professional development, and staff development activities with emphasis on counseling and working with at-risk youth.
12. Recommends policy and procedure changes concerning the operations of schools for pregnant minors.
13. Serves as a resource and liaison to school stakeholders and others; provides information to state, county, and city public agencies as required; may serve as District representative; and interprets and implements Board of Education rules, policies, procedures, and negotiated contracts, articulates with the stakeholders large change agents such as school improvement, restructuring, and reform.
14. 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
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 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 five 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) in 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 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.

Desirable

1. Successful active school service as a counselor, psychologist, supervisor, or administrator at the secondary level.
2. Successful service in a certificated position in a school for pregnant minors or other guidance-oriented school programs.
3. Successful service in a certificated position in a school serving at-risk youth.

Credentials

A valid 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. Ability to implement an appropriate instructional program and demonstrate leadership among students and colleagues.
2. Knowledge of effective administrative and managerial practices.
3. Ability to plan, organize, prioritize, and manage time for self and others.
4. Knowledge of Education Code, Board Rules, District policies and procedures, goals and objectives, organizational structure and function, and negotiated agreements.
5. Knowledge of federal and/or state programs, policies, regulations, and legislation pertaining to pregnant minor education.
6. Ability to understand the effect of proposed and/or new state or local requirements affecting pregnant minor education.
7. Ability to work effectively and cooperatively with diverse cultural, racial, ethnic, linguistic, disability, and socioeconomic groups in the school community.
8. Knowledge of the District's resources relating to multicultural development and instructional materials.
9. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the fields of teenage pregnancy, juveniles, and at-risk youth.
10. Understanding of, and sensitivity to, the conditions related to teenage pregnancy.
11. Knowledge and experience in teen and pre-teen counseling and guidance techniques.
12. Ability to interpret test data and use the information to improve student instruction.
13. Basic knowledge of 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 oral and written communication.
17. Ability to observe and evaluate subordinates' activities.
18. Mobility to traverse all areas of the work site, travel to other sites/locations, and respond quickly in an emergency situation.

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.

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