



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**CERTIFICATED EXAMINATION ANNOUNCEMENT**  
Spring 2009

**ASSISTANT PRINCIPAL, ADULT COUNSELING SERVICES**

**THE POSITION**

The Assistant Principal, Adult Counseling Services (AP, ACS) serves as a member of the administrative team at a community adult school or employment preparation center. The individual is responsible for providing leadership in the school's counseling, assessment and guidance program.

**ASSIGNMENT AND SALARY**

Assignment is B-Basis (221 paid days) or A-Basis (261 paid days) on Master Salary Schedule 38G. The five step salary range for each schedule results in a minimum annual salary of \$73,441 for B-Basis, MST 38G, Step 1 to a maximum annual salary of \$107,966 for A-Basis, MST 38G, Step 5.

**QUALIFICATIONS**

All of the following requirements must be completed by the filing deadline with certain exceptions as noted. *It is the responsibility of the applicant to ensure that appropriate verification is on file with the Administrative Selection Unit (ASU).* This examination is open to all persons from inside and outside the Los Angeles Unified School District who meet the requirements listed below.

Out-of-District applicants must verify compliance with position requirements at the time of application by submitting official transcripts of college work clearly indicating that the requirements are satisfied, a statement on letterhead from the Human Resources Division of their school district documenting required experience, and verification of the required California credential.

**A. Education**

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.

**B. Experience**

1. At least five years of successful full-time certificated public school service, with no fewer than three years as a teacher and/or counselor.
2. At least two school years of 100 hours of part-time or 65 days of full-time public school adult/career education service per year, including one year as an adult education classroom teacher.

NOTE: a. For definitions of years of service for K-12 and adult/career education, refer to Policy Guide E23 (available online at [http://certificated.lausd.k12.ca.us/hr\\_forms.html](http://certificated.lausd.k12.ca.us/hr_forms.html)).

b. Part-time adult/career education service used to satisfy requirement (2) above, may have been concurrent with the full-time service in (1) above.

c. Service in a community college district does not satisfy the requirements of (1) and (2) above.

**C. Credentials**

One of the following California credentials designating service in the area of pupil counseling must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. General Pupil Personnel Services Credential
2. Service Credential with a specialization in pupil personnel services

Desirable:

1. A credential authorizing teaching service at the adult/career education level.
2. A secondary level supervision or administration credential.

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#### **D. Special Requirements**

Multicultural Study: At least four semester units in multicultural education or equivalent study (effective July 1, 2007) as required by the LAUSD/AALA Agreement, Article IV, Section 3.0. Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment. Out-of-District applicants may have one year to complete this requirement.

#### **E. 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.

#### **F. Other**

Ability to travel to other sites/locations.

#### **UNSATISFACTORY NOTICES**

In accordance with LAUSD-AALA Bargaining Agreement, Article VII, Section 8.0, Demotion, Below Standard Performance Evaluation, Notices of Unsatisfactory Service or Act, or Suspension issued to an employee within the last four years may result in ineligibility for participation in the promotional examination process.

#### **EXAMINATION PROCEDURE**

The examination consists of the components detailed below. Please note that candidates must be successful at each pass point in order to participate in subsequent components of the examination process. For up-to-date examination information, candidates are advised to visit the Personnel Research and Assessment website at [http://www.teachinla.com/research/exam\\_announcements.html](http://www.teachinla.com/research/exam_announcements.html)

#### **A. Recommendation of Readiness (RoR) (includes Success Indicators)**

Forms and complete instructions for the *RoR* will be distributed to candidates with the application packet. Applicants are to schedule *career-planning sessions* with their current supervisor to discuss their readiness to assume the role of an AP, ACS. In order for a candidate to participate in this examination process, there must be a completed *RoR* form on file with ASU in Human Resources. The completed *RoR* must be faxed to ASU at (213) 241-8403 by the filing deadline. We encourage candidates to have the meeting with their current immediate supervisor and obtain the recommendation by **Thursday, January 15, 2009**. All completed application materials will be due **by 5:00 p.m. on Thursday, January 22, 2009**.

#### **B. Certificated Administrative Candidate Portfolio (includes Success Indicators)**

Forms and complete instructions for the *Candidate Portfolio* are available on the Personnel Research and Assessment website. Please note candidates are not to submit a copy of their completed *Candidate Portfolio* to the Administrative Selection Unit. However completion of the *Candidate Portfolio* is imperative to ensuring that the *RoR* process is completed efficiently because it will assist in highlighting the candidate's experiences that pertain to the *Success Indicators* for their supervisor. Candidates must forward a copy of the *Candidate Portfolio* to their current immediate supervisor and their second level supervisor.

#### **C. Written Test**

The test will consist of approximately 115 multiple-choice items. It will measure:

- Knowledge of Curricular Concepts and Instructional Methodology
- Knowledge of District Policies and Procedures

The test includes questions from the following major areas: instructional methodologies and strategies; testing; counseling and guidance; District policy, California Education Code, State and Federal laws regarding adult and career education, and school administration; Division of Adult and Career Education policies, programs, and procedures.

***The written test is tentatively scheduled for Wednesday, January 28, 2009. Specific information regarding date, time, and location is to be announced.***

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#### **D. Structured Interview**

A structured interview will be conducted by a panel of two experienced Division of Adult and Career Education (DACE) administrators. Interviews are tentatively scheduled for **Wednesday, February 11, 2009**. Specific information regarding date, time, and location will be announced at a later date and posted on the Personnel Research and Assessment website.

#### **E. Situational Judgment Exercise**

The Situational Judgment Exercise will assess the candidates' ability to resolve a series of problems and situations characteristic of those typically encountered by an AP, ACS. Candidates will be presented with descriptions of scenarios and expected to analyze the given information to develop an appropriate course of action. Candidate responses will be evaluated by a panel of experienced DACE administrators. The Situational Judgment Exercise will be administered on a laptop computer. Basic computer skills are essential for this part of the examination. Specifically, candidates must be able to effectively type text, create and save documents in Microsoft Word. The Situational Judgment Exercise is *tentatively* scheduled for **Wednesday, February 11, 2009**.

#### **ELIGIBLE LIST**

Applicants' test scores will be arrayed and individuals whose performance on the final portion of the examination is fully satisfactory will be placed on an unranked eligible list. The unranked eligible list will be established for a period of two years. Candidates not assigned within that defined time period must participate in the next examination process for AP, ACS in order to be placed on the subsequent eligible list for that class.

#### **APPLICATION PROCEDURES**

Application materials may be obtained by calling ASU at (213) 241-6886. The *Application for Administrative Examination* must be submitted as an attachment in an e-mail to [adminexam@lausd.net](mailto:adminexam@lausd.net). The *Recommendation of Readiness (RoR)* must be faxed to ASU at (213) 241-8403. All application materials (*Application* and *ROR*) must be received by ASU no later than **5:00 p.m. on Thursday, January 22, 2009**.

**Individuals must adhere to the following instructions or their application could result in disqualification from the examination process:**

- **Ensure that your name and the title of the exam (e.g. John Smith, APACS 09) are listed in the subject line of the e-mail.**
- **Check to be sure that your *Application* is attached before sending the final e-mail to ASU.**
- **Duplicate e-mails will not be accepted; ASU will only accept one e-mail per candidate.**

**ASU will send each candidate an e-mail response confirming receipt of the *Application*. Please note that this response is not automatically generated. Please allow twenty-four hours for receipt of the confirmation e-mail.**

**APPLICATION FILING DEADLINE: 5:00 P.M., THURSDAY, JANUARY 22, 2009**