



# GENERAL STANDARDS FOR EXPERIENCE REQUIREMENTS

## SCHOOL-BASED CERTIFICATED MANAGEMENT CLASSES

### HUMAN RESOURCES DIVISION

For all school based administrative positions, candidates must be on the appropriate LAUSD eligible list for the position or currently serving in the class for which they are applying. In order to be placed on an eligible list, candidates must pass the LAUSD formal examination for the specific job class. Qualified applicants from within or outside LAUSD may be considered if fewer than five applicants from the eligible list and/or current, unrestricted incumbents (with 3 or more years of service at their current site) apply for the position. If a school selects an out-of-District candidate, Human Resources must verify references indicating successful job performance prior to employment approval. **All minimum requirements must be met on or before the filing deadline of any announced position. Additionally, it is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection Unit.**

#### Minimum Requirements for administrative positions include:

- California Administrative Credential (except for Assistant Principal, Secondary Counseling Services, which requires a Pupil Personnel Services Credential)
- Master's degree
- Multicultural and Master Plan Coursework
- Experience - Check the specific requirement listed for each position

## ELEMENTARY CLASSIFICATIONS

### ELEMENTARY PRINCIPAL

Experience requirement: 8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been directly related to an instructional program, grades Pre K-6, with no fewer than 2 years in an administrative position. At least one year of administrative experience must be in a school-based assistant principal level position. Experience must include certificated service at a minimum of two locations. Experience at each location must be the equivalent of one year of full-time certificated service. (*A service year of full-time certificated service is a school year during which an employee receives a salary for the number of hours corresponding to 130 full days of paid time*).

### ASSISTANT PRINCIPAL, ELEMENTARY

Experience requirement: 5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been directly related to an instructional program, grades Pre K-6. At least one year of verifiable experience must have been in a non-classroom leadership position such as coordinator, instructional coach, etc.

### ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST

Experience requirement: 5 years of successful full-time public school certificated service.

Desirable Experience: Elementary teaching experience; successful experience as a Program Specialist or in a position related to special education; successful experience in an elementary school leadership position, such as a grade level chairperson, school coordinator, mentor teacher, or demonstration teacher.



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#### SECONDARY CLASSIFICATIONS

##### SECONDARY PRINCIPAL

Experience requirement: 8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been at a middle or senior high school, grades 6-12, with no fewer than 2 years in an administrative position. At least one year of administrative experience must be in a school-based assistant principal level position. Experience must include certificated service at a minimum of two locations. Experience at each location must be the equivalent of one year of full-time certificated service. *(A service year of full-time certificated service is a school year during which an employee receives a salary for the number of hours corresponding to 130 full days of paid time).*

##### ASSISTANT PRINCIPAL, SECONDARY

Experience requirement: 5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been at a middle or senior high school, grades 6-12. At least one year of verifiable experience must have been in a non-classroom leadership position such as coordinator, instructional coach, dean, etc.

##### ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES

Experience requirement: 5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher in a K-12 program. In addition to or concurrent with the 5 years, no fewer than 2 years of successful experience in a middle/senior high school counseling office. **NOTE:** A Pupil Personnel Services Credential or Service Credential with a specialization in pupil personnel services designating service in pupil counseling and a valid California teaching credential are required. An Administrative Credential is desirable but not mandatory for this position.

#### SPAN SCHOOLS

##### PRINCIPAL, SPAN SCHOOL

Experience requirement: 8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been at an elementary, middle or senior high school with no fewer than 2 years in an administrative position. Experience must include certificated service at a minimum of two locations, and at least one year in a school-based assistant principal level position.



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#### **SPECIAL EDUCATION CLASSIFICATION**

##### **PRINCIPAL, SPECIAL EDUCATION**

Experience requirement: 8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 8 years, at least 2 years must have been directly related to a K-12 instructional program with at least 2 years in a special education school, class, or working with students having special education needs.

##### **ASSISTANT PRINCIPAL, SPECIAL EDUCATION**

Experience requirement: 5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been directly related to a K-12 instructional program working with students having special education needs.

#### **CONTINUATION CLASSIFICATION**

##### **PRINCIPAL, CONTINUATION HIGH SCHOOL**

Experience requirement: 5 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to or concurrent with the 5 years, at least 2 years must have been in a middle or senior high school, grades 6-12. At least one year of verifiable experience must have been in a non-classroom leadership position, such as coordinator, instructional coach, dean, etc.

#### **ADULT CLASSIFICATION**

##### **PRINCIPAL, ADULT**

Experience requirement: 8 years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to, or concurrent with the 8 years, at least 2 years must include 100 hours of part-time, or 65 days of full-time, adult education and/or career technical education experience per year, with 2 years of full-time public school certificated K-12/Adult administrative experience. Must be available to work evenings.



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### **HUMAN RESOURCES DIVISION**

#### **ASSISTANT PRINCIPAL, ADULT**

Experience requirement: At least 5 school years of successful full-time public school certificated service, with no fewer than 3 years as a teacher. In addition to, or concurrent with the 5 years, at least 2 years must include 100 hours of part-time, or 65 days of full-time, adult education and/or career technical education experience per year. In lieu of the adult school experience, service in a position which requires possession of a California administrative, supervisory or counseling credential may be substituted.

#### **ASSISTANT PRINCIPAL, ADULT COUNSELING SERVICES**

Experience requirement: At least 5 years of successful full-time certificated public school service, with no fewer than 3 years as a teacher or counselor. In addition to, or concurrent with the 5 years, 2 years must include 100 hours of part-time, or 65 days of full-time, adult school experience per year, including one year as an adult education classroom teacher.

Check the District Website for employment updates @ [www.lausd.net](http://www.lausd.net)

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