



LOS ANGELES UNIFIED SCHOOL DISTRICT

Today's Learners, Tomorrow's Leaders

EXTENDED /REQUIRED LEARNING ACADEMY ADMINISTRATOR MARSHALL HIGH SCHOOL

(Temporary Adviser (0505) - MST 40G, A-Basis - \$91,243 to \$113,638 – 261 paid days)

Marshall High School operates on a Concept 6 calendar and has an enrollment of 3,650 students with a diverse enrollment composed of 68% Hispanic, 10% White, 9% Filipino, 9% Asian, and 4% other in grades 9 through 12. Marshall High School is a school-wide Title One with 21% English Language Learners, and a 90% attendance rate. Featuring eight Smaller Learning Communities, a School for Advanced Studies, and a Highly Gifted Magnet, Marshall HS offers students a variety of personalized choices to meet their A to G curriculum in a rigorous environment. Website: <http://johnmarshallhs.org/>.

The person selected for this position will report directly to the site principal and will receive guidance, support and technical assistance from the BTB Branch.

Minimum Requirements:

(All minimum requirements must be met on or before the filing deadline. It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection and Assignment Unit. For information on submitting your documentation, please call (213) 241-6886.)

- At least five years of successful full-time service in a public school certificated position(s), no fewer than three years as a classroom teacher in a K-12 program
- At least one year of verifiable leadership experience, such as coordinator, instructional coach, dean, etc.
- California Administrative Services Credential
- Master's degree
- Completion of multicultural and Bilingual Master Plan coursework*

***Out-of-District candidates have one year to complete this requirement**

Essential Functions:

Assist the principal and the Beyond the Bell Branch in the operation and administration of the Extended/Required Learning Academy and the Supplemental Educational Services and all other academic intervention programs at Marshall High School; administer and oversee the Extended/Required Learning Academy; responsible for the direction of the supplemental instructional program and the operation of the school plant and related facilities during the academy's service hours; work under the direction of the principal to publicize and staff the academy; work with appropriate staff of selected schools to identify eligible students in need of extended learning; work a flexible work week which includes Saturdays; supervise and evaluate certificated and classified staff; advise principal and BTB Branch regarding program implementation; work with parents of participating students and serve as a liaison between the school, Local District and the BTB Branch responsible for all extended day programs and will work closely with the principal on all initiatives to close the achievement gap; ensure compliance with Board policies and Superintendent's directives.

Desirable Qualifications:

Experience at a management level, demonstrated ability to lead, collaborate and motivate; experience with instruction and supplemental services; strong human relation skills and effective interpersonal oral and written communication skills; experience with low performing children and youth; knowledge of RTI-2 intervention programs, experience with the District's Special Education Program, and the willingness to take part in the total school program; bilingual Spanish.

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of the No Child Left Behind Act, California Education Code, District Board Rules, and District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts as related to the District's instructional programs and curriculum.
- Knowledge of fundamental principles and accepted practices, current trends, curriculum and research in the areas of instruction, curriculum, and measurement and evaluation strategies, and out-of-school programs.
- Capacity to administer a focused program of diverse instructional strategies and activities.
- Ability to coordinate the expansion of learning beyond the regular school day.
- Capacity to lead, direct, and supervise and evaluate teachers and staff.
- Ability to provide leadership for and facilitate collaboration with all staff, agencies and parents on identifying goals for student achievement and standards for assessing the outcome of these goals.
- Ability to provide staff development and training for all stakeholders to improve student achievement.
- Ability to communicate and work effectively with all racial, ethnic, linguistic, disability and socioeconomic groups, committees and councils; maintain positive public relations and outreach contacts.
- Knowledge of and skill in computer technology and utilization of the internet and various software programs.

DEADLINE: December 4, 2009 – 12:00 p.m.

(FAXED MATERIALS WILL NOT BE ACCEPTED)

Application Procedures:

Interested applicants should submit a letter of interest, a current resume with educational and professional background and experiences (include employee number) and a letter of recommendation from current administrator. Materials will be evaluated and our selection committee will interview qualified applicants. **Please mail or deliver all materials to:**

LOCAL DISTRICT 4
Phil Naimo, Director, Secondary Services
333 South Beaudry Avenue, 11th Floor
Los Angeles, CA 90017
(213) 241-0135

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.