



Los Angeles Unified School District

Ready for the World

CARLSON HOME HOSPITAL SCHOOL Assistant Principal, Secondary

The Los Angeles Unified School District seeks an outstanding Assistant Principal to partner with the Principal to lead the students, staff, and community at Carlson Home Hospital School towards academic excellence.

Carlson Home Hospital School serves approximately 500 students in grades TK-12. The student body is comprised of 100% Medically referred students to be educated at Home, in a Hospital facility or through on-line instruction. Carlson HH School includes many students with disabilities and many English Learners. The school is located at 10952 Whipple St. North Hollywood CA 91602.

The Ideal Candidate: will have experience using disaggregated data to increase the academic achievement of all students; will utilize the Teaching and Learning Framework to provide teachers with actionable feedback to improve teacher effectiveness, and student academic outcomes; will have knowledge of State, Federal, Title I and LAUSD policies, and all applicable procedures and regulations; will have experience with implementing the District's Discipline Foundation Plan and with School Wide Positive Behavior and Intervention Supports; will have experience in implementing systems to improve student safety as well as the culture and climate of the school; will have experience with planning and delivering professional development.

SALARY: 38G - B Basis (\$99,619 – \$124,007) – 221 paid days

- For an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- Selected individual may be subject to displacement due to budget limitations.
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.

Required Experience must be in a public school setting:

- Five years of successful full-time public school certificated service
- Three years of experience as a teacher in a K-12 program
- Two years of experience at a middle or senior high school
- One year in a non-classroom leadership position (i.e., Categorical Adviser (0704), Temporary Adviser, Out of Classroom Assignment (0706), or Instructional Coach)

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

Minimum Requirements include:

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 Unit. For information on submitting your documentation, please call 213-241-6886.

- A valid California teaching credential requiring a Bachelor's degree and a program of professional preparation, including student teaching
- A valid California Administrative Services Credential
- Master's degree from an accredited college or university
- Multicultural coursework*
- District Master Plan requirements*

***Candidates have one year to complete this requirement**

For all school based administrative positions, candidates must be in the appropriate LAUSD eligible pool for the position or currently serving in the class for which they are applying. In order to be placed in the eligible pool, candidates must successfully complete the appropriate LAUSD Aspiring Administrator Program. Qualified applicants not in an eligible pool from within or outside LAUSD may be considered if fewer than five applicants from the eligible pool apply for the position.

Application Procedure:

To be considered, you must submit the following:

1. Letter of Intent that describes successful experience in the following areas:
 - Monitoring instruction and providing actionable feedback
 - Planning and providing professional developing to increase instructional outcomes
 - Using data to drive change in online teaching and learning
 - Experience with development of the Master Schedule and Special Education programs
 - Implementing parent engagement
2. Current resume (include employee number, if a District employee)
3. A list of four (4) professional references with their contact information, including your current supervisor, a teacher, a classified staff member, and a parent/community member.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. For applicants invited to the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

To Apply submit materials to: <https://bit.ly/CarlsonHomeHosp-AP>

For information only:

Florida Herrera, Director Educational Options

fmorales@lausd.net

Region North

(213) 810-7302

DEADLINE DATE: NOVEMBER 20, 2023 – 5:00 P.M.

**MATERIALS SENT BY SCHOOL MAIL, U.S. MAIL OR FAX WILL NOT BE ACCEPTED
DO NOT SEND HARD COPIES OF APPLICATION MATERIALS.**