

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Occupational Education**

**BULLETIN NO. 68**  
**August 26, 1988**

**SUBJECT: ASSISTANT PRINCIPAL NORM FOR COMMUNITY ADULT SCHOOLS**

- I. Background
- II. Assistant Principal Norm
- III. Special Needs Assignments

This revision supersedes the bulletin of the same number issued on May 21, 1984. The content has been updated to reflect changes in Division organization, policy, or procedure.

**I. BACKGROUND**

During the school year 1983-84, the Independent Analysis Unit recommended re-norming the basis for assignment of assistant principals to community adult schools. At the direction of the Superintendent of Schools, a new norm for assignment of assistant principals was developed for implementation at the beginning of the school year 1984-85. The Superintendent of Schools also authorized three off-norm assistant principal positions to be assigned to community adult schools with demonstrated special needs by the Assistant Superintendent, Division of Adult and Occupational Education.

**II. ASSISTANT PRINCIPAL NORM**

Effective with the school year 1984-85, an assistant principal will be assigned to a community adult school that has averaged 851 units of regular average daily attendance during the previous school year. A second assistant principal will be assigned to a community adult school that has averaged 1429 units of regular average daily attendance during the previous school year.

**III. SPECIAL NEEDS ASSIGNMENT**

Principals of community adult schools with demonstrated special needs; i.e. accreditation, development of branch locations, unique program development, significant demographic changes, etc., may petition to the Assistant Superintendent, Division of Adult and Occupational Education, for the assignment of an assistant principal to perform special tasks.

The petition should include the specific tasks to be performed, the anticipated results and a time line for the accomplishments of the tasks. Principals of community adult schools who submit a petition will be notified of action taken by the Assistant Superintendent.

**For assistance, please telephone Loretta Walker or Guadalupe Reyes, Administrators, School Operations Unit (213) 625-6642.**

**APPROVED: James A. Figueroa, Assistant Superintendent**  
**Division of Adult and Occupational Education**

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