

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 78
August 26, 1988

SUBJECT: GUIDELINES COVERING CHANGE OF ADULT PRINCIPALSHIP

- I. Introduction
- II. Procedures
- III. Responsibilities

This revision supersedes the bulletin of the same number issued on April 27, 1987. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. INTRODUCTION

Changes in school administration have demonstrated the need to develop procedures to ensure that a change of principalship occurs smoothly without disruption of the instructional program. The publication, Changing the Adult Principalship -- A Guide for Effective Transition of Leadership, serves as an instrument to provide for an organized accounting of administrative and educational concerns for both the incoming and outgoing principal.

II. PROCEDURES

The incoming and outgoing principals shall:

- A. Jointly review each item in the Guide.
- B. Verify, by initialing in the spaces provided in the Guide, that each item was reviewed.
- C. Submit the "Verification of Joint Review Guidelines Covering Change of Adult Principalship" to the appropriate Administrator in the School Operations unit. Copies of this form may be obtained from the School Operations Unit Office, Division of Adult and Occupational Education, (213) 625 - 6642.

III. RESPONSIBILITIES

- A. The outgoing principal is responsible for the following activities:
 - 1. Assembling materials required to administer adult school/ center.
 - 2. Reviewing the instructional program for its comprehensiveness and soundness.
 - 3. Explaining the existing administrative organization and essential operating procedures.
 - 4. Delineating past, current, and future concerns, projects and key personnel involved.
 - 5. Completing as much current work as possible and prioritizing remaining work.
 - 6. Submitting the "Verification of Joint Review of Guidelines Covering Change of Adult Principalship," to the appropriate Administrator of School Operations, Division of Adult and Occupational Education.
- B. The incoming principal is responsible for:
 - 1. Studying and understanding the materials and concerns outlines in the publication in order to accept responsibility for programs and projects in process, as well as for unresolved issues.
 - 2. Maintaining the initialed document in the principal's office on file for review.

For assistance, please telephone Loretta Walker or Guadalupe Reyes, School Operations Unit, at (213) 625-

6642.

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
Division of Adult and Occupational Education

DISTRIBUTION: **Schools and Offices, Division of Adult and Occupational Education**

[Attachment](#)

[Search For Another DACE Bulletin](#)

[DACE Home Page](#)