

**INTER-OFFICE CORRESPONDENCE**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**STAFF RELATIONS**

**TO:** Principals and Administrators

**DATE:** July/August 2017

**FROM:** Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations

**SUBJECT:** **JULY/AUGUST 2017 - UPDATE & REMINDERS**

**IMPORTANT DATES:**

July 3, 2017	Distribute initial planning sheets - A Basis Administrators.
July 1 - August 4, 2017	Notify UTLA-represented A-basis employees of evaluation.
July 20, 2017	Distribute initial planning sheets - E Basis Administrators.
July 31, 2017	Distribute initial planning sheets - B Basis Administrators.
August 25, 2017	Final date to establish objectives for UTLA-represented employees on A-basis.
August 14, 2017	Distribute initial planning sheets - C Basis UTLA represented employees.
October 6, 2017	Final date to establish objectives for UTLA-represented C-basis employees.

**CERTIFICATED INFORMATION:**

1. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have a certificated employee who is currently in Probationary 2 status, monitor their performance closely - particularly if the employee had performance problems last year and continues to exhibit performance problems in the first semester of the 2017-2018 school year. It is recommended that you document those concerns around performance and the assistance and guidance provided in several conference memoranda. Decisions regarding re-election and non-reelection of these employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
2. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
3. **2017-2018 CERTIFICATED EVALUATIONS:** As per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #2). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last work day of the fifth week of school (9-15-17)**. The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually. Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement (see next item).

4. **EVALUATION OF NON-CLASSROOM TEACHERS:** Non-Classroom Teachers (school based instructional coaches and coordinators) will be evaluated using the Educator Development and Support (EDS) evaluation process and the Teaching and Learning Framework (TLF). For a list of non-classroom teacher positions to be evaluated using the EDS format as well as Frequently Asked Questions (FAQs), refer to Attachment #3.
5. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, for permanent teachers with ten (10) years or more as a full-time teacher, the period between evaluations may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation, but shall not be given later than the commencement of the evaluation process. **(Article X, Section 3.0)**
6. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The Collective Bargaining Agreement with UTLA requires that the employee's objectives be established **no later than the last work day of the 8<sup>th</sup> week of school, October 6, 2017.** For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 3, 2017. If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment #2 for timelines.
7. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 16, 2018.** The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation.** **(Article X, Section 5.0(a))** See attachment # 2 for timelines.
8. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings which occur after the completion of the initial spring assignments and before norm day (usually the end of the 5<sup>th</sup> week of school), are to be made by the principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize the teacher preference forms and shall take into account seniority and educational program needs. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
9. **CHANGE OF TEACHER ASSIGNMENTS:** Teachers are to be notified, as soon as feasible, of a change in their tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment, and require a preparation for a course not in the previous assignment. **(Article IX-A, Section 2.0 (a))**

10. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2016-2017 school year, s/he will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, **Susan Masero, at (213) 241-5501 or by email at: susan.masero@lausd.net.**
11. **NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in, or is reasonably suspected to have engaged in, certain acts (as described in BUL No. 3927.2, dated September 3, 2010), the District shall make a good faith effort to inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file for all available confidential information regarding each student. **(Article XXIV, Section 4.0)**
12. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year shall be paid at the extended substitute rate. **(Article XIX, Section 4.2)**
13. **SUBSTITUTE FOLDERS:** Make sure you have a substitute folder for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how use the class phone & how to contact the office in case of an emergency). **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
14. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, ***informing the employee that s/he has the right to have representation during that meeting.*** Upon employee request, a meeting will be held to discuss the matter. **The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute.** **(Article X, Section 7.0)**
15. **CONTRACT POOL SUBSTITUTE TEACHERS:** Regular employees, assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an Inadequate Service Report. Always**

**confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** Contract Pool Teachers are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Staff Relations Field Director for questions.

16. **ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. Please make sure that a time card is created for them at the beginning of their assignment and regularly monitored. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Dr. Francisco Serrato, Staff Relations Field Director, at [fserrato@lausd.net](mailto:fserrato@lausd.net) or 213-241-8243.
17. **INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, “the grievant shall attempt to resolve a grievance by an informal conference with the employee’s immediate supervisor.” The request for the informal grievance meeting should be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference has to be scheduled within five days of receiving the written request and a written response is required within five days following the informal conference. **(Article V-Section 7.0)**

**CLASSIFIED INFORMATION:**

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** During the first week of school, hold a meeting to discuss duties, requirements and work schedules with your Classified Aides (i.e. Special Ed Assistants/Trainees, Campus Aides, Health Care Assistants). Attached is a list of recommended subjects and bulletins to be discussed at the meeting (**Attachment #1**). This material may also be used for a handbook to be distributed to your paraprofessionals. Please ensure you keep a copy of the agenda, the related material discussed, and sign in sheet for this and future meetings as documentation that employees have received the information.
2. **BUS RIDING AIDES**  
Special Education Trainees/Assistants and Health Care Assistants assigned to ride the bus with Special Education students should be instructed to notify the appropriate administrator immediately if, due to bus schedule, they worked less than or more than their scheduled hours. This will allow for adjustments of the bus schedule to minimize unscheduled overtime. Additionally, administrators should monitor time cards to determine if employees are working their scheduled work hours.
3. **ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined partially by the employee’s seniority but primarily by the number of college units he/she has attained. If you have questions, please contact your Senior Human Resources Representative.

4. **BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

**\*Units B (Spec Ed Assts, Campus Aides, Instr Aides) or F (Teacher Assts):**

Rest periods cannot lengthen lunch period or shorten work day.

**\*\*Unit D (clerical staff except SAA, Library Aides):**

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

5. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES**

As you are aware, Teacher Assistants play a crucial role in providing instructional support to our students. There are District and contractual requirements to maintain eligibility as a Degree Track or Non Degree Track Teacher Assistant. In order to verify compliance with Article VIII of the Unit F contract (Teacher Assistants), the District requires the following:

**For Degree Track Teacher Assistants:**

1. Maintain continuous enrollment in college courses.
2. Successfully complete 12 qualifying college semester/quarter units each school year (July 1-June 30).
3. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
4. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

**For Non Degree Track Teacher Assistants:**

1. Maintain continuous enrollment in and successfully complete college courses directly related to the employee’s service to the District. These courses must be for the purpose of increasing the employee’s knowledge, understanding and skills related to the employee’s employment by the District.
2. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
3. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

6. **TEACHER ASSISTANTS SENIORITY LIST:** Additionally, in accordance with Article X of the Unit F contract, site administrators are required to compile and post a list of all assigned Teacher Assistants. The list is compiled as follows:

1. Review certified transcripts of all Teacher Assistants assigned to your site. (Received as a part of the verification of eligibility noted above).
2. Prepare a list, in descending order, of completed qualified college units.
3. Run report “HR085 TA Seniority”, to obtain each Teacher Assistants’ District date of hire seniority date and note it, opposite each employee, on the list.

## **GENERAL INFORMATION:**

1. **OPENING OF SCHOOL MEETING AND BULLETIN:** In anticipation of the opening of school, provide all employees with important information regarding procedures and expectations. This information should be provided verbally and in writing at your opening of school meeting. Sign into the Staff Relations website at <http://achieve.lausd.net/staffrelations> and then select the link to “Policy/Forms” on the left hand side to view commonly used policies and procedures. A few suggested items to address:
  - a. Sign-in / Sign-out procedures
  - b. Absence reporting procedures
  - c. Duties and assignments
  - d. Emergency procedures
  - e. Additional Policies as required by District mandate and referenced in the Principal’s Portal
  
2. **ON-LINE CHILD ABUSE TRAINING:** The on-line Child Abuse training must be completed by ALL staff by **September 30, 2017**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.
  
3. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter/phone call. Contact your Staff Relations Field Director or Senior Human Resources Representative as soon as possible.
  
4. **REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process and for information on the uploading requirements, please contact your Staff Relations Field Director or Emily Mohr at [emily.mohr@lausd.net](mailto:emily.mohr@lausd.net).
  
5. **CLOSING OF CLASSIFIED POSITIONS:** (Office Staff, Instructional Aides, Campus Aides, et al.) If during Budget development, you closed any Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a Clerical position), remember that the employee’s official notice comes from the Personnel Commission (PC). You may advise an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). A letter to the employee from the PC will give the employee a 60 day notice and an effective date of either his/her layoff or new assignment, as applicable. The notices were sent out on approximately June 21, 2017. You are a copy recipient of any letter sent to one of your employees.
  
6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**  
Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy. Reasonable access to District facilities includes contacting employees during their duty free lunch period and before or after their hours of service. Representatives shall not interrupt any employee’s duties or assignments.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Please utilize non-duty time or break times to meet with employees.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting department of your departure and return the visitor's permit before leaving the work location.

**If you have any questions about these items or other contract or discipline issues, please call your Field Director assigned to your Local District regarding UTLA or Senior Human Resources Representative for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees and the SAA).**

**2017-2018 STAFF RELATIONS  
FIELD DIRECTOR and SR HR REP ASSIGNMENTS  
Tel: (213) 241-6056 Fax: (213) 241-8405**

**BEAUDRY**

	Name	Extension	EMAIL
<b>Asst. Chief Human Resource Officer</b>	<b>FIGUEROA, Leticia</b>	<b>213-241-6056 213-241-5313</b>	<a href="mailto:lcerv3@lausd.net">lcerv3@lausd.net</a>
Administrator-AALA	Murphy, Kristen	213-241-8233	<a href="mailto:kristen.murphy@lausd.net">kristen.murphy@lausd.net</a>
Field Director	Serrato, Frank	213-241-8243	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
HR-SR Manager	Le Duff, Melinda	213-241-8253	<a href="mailto:melinda.leduff@lausd.net">melinda.leduff@lausd.net</a>
Sr. HR Representative	Gossett, Lorri	213-241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
HR Specialist II	Lyew-Teba, Arlene	213-241-8231	<a href="mailto:arlene.lyew-teba@lausd.net">arlene.lyew-teba@lausd.net</a>
Admin Secretary	Norton, Artis	213-241-8109	<a href="mailto:artis.norton@lausd.net">artis.norton@lausd.net</a>
Sr. Office Technician	Christianna Smith	213-241-8239	<a href="mailto:cls1555@lausd.net">cls1555@lausd.net</a>

**LOCAL DISTRICT NORTHWEST**

Field Director	Olortegui, Brenda	818-654-3641	<a href="mailto:bolorteg@lausd.net">bolorteg@lausd.net</a>
Shared Field Director	Delisle, Carrie <b>Wed/Thur</b>	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	Houston, Sarah	213-241-8240	<a href="mailto:sarah.houston@lausd.net">sarah.houston@lausd.net</a>

**LOCAL DISTRICT NORTHEAST**

Field Director	Luna, Maribel	818-252-5435	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Shared Field Director	Delisle, Carrie <b>Mon/Tue</b>	818-252-5436	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	Nunnally, Krishna	213-241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>

**LOCAL DISTRICT CENTRAL**

Field Director	Martinez, Isaias	213-241-0184	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Shared Field Director	Moscoso, Veronica <b>Mon/Tue</b>	213-241-8257	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Sr. HR Rep	Nguyen, Chrys	213-241 8227	<a href="mailto:c.nguyen@lausd.net">c.nguyen@lausd.net</a>

**LOCAL DISTRICT EAST**

Field Director	Cuevas, Susana	323-224-3353	<a href="mailto:scpntr6@lausd.net">scpntr6@lausd.net</a>
Shared Field Director	Moscoso, Veronica <b>Wed/Thurs</b>	323-224-3120	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Sr. HR Rep	Kelly, Cathy	213-241-8248	<a href="mailto:cathy.kelly@lausd.net">cathy.kelly@lausd.net</a>

**LOCAL DISTRICT SOUTH**

Field Director	Alfayate, Juan	310-354-3419	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	Lenon, Damian	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Sr. HR Rep	Lyons, Terri <b>Mon/Tue at LD</b>	310-354-3400 213-241-2563	<a href="mailto:terri.lyons@lausd.net">terri.lyons@lausd.net</a>

**LOCAL DISTRICT WEST**

Field Director	Maxey, Eric	310-914 2153	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Field Director	Heideman, Patricia	310-914-2150	<a href="mailto:pheidema@lausd.net">pheidema@lausd.net</a>
Sr. HR Rep	Vacant	213-241-8228	

**DIVISION OF ADULT & CAREER EDUCATION**

Field Director(Interim)	Jack Foote	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
Secretary	Easley, Sandra	213-241-3818	<a href="mailto:sandra.easley@lausd.net">sandra.easley@lausd.net</a>



## **ATTACHMENT #1**

### **STAFF RELATIONS PARAPROFESSIONALS BEGINNING – OF – YEAR REMINDERS**

#### **EXPECTATIONS**

- ✓ Work hours (including sign-in/sign-out and timecard procedures, absence and call-in procedures)
- ✓ Attendance expectations (the instructional program depends on everyone, including part-time aides, being at work every day)
- ✓ Daily schedule(s)
- ✓ Role of paraprofessional (i.e. to work directly with students)
- ✓ Information on supporting the instructional program that would be relevant to all paraprofessionals
- ✓ Guidelines for supervision duties during nutrition/recess, lunch, and PE
- ✓ Student behavioral standards and expectations (in classroom, on the school yard, and whole campus)

#### **POLICIES**

- ✓ LAUSD Attendance Policy
- ✓ Dress standards (see BR 1906)
- ✓ LAUSD Code of Conduct with Students (BUL 5167.0)
- ✓ Ethics Policies (BUL 4748.0)
- ✓ Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL 999.11)
- ✓ Administrative Policy Regarding Falsification of Records (BUL 3723.0)
- ✓ Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- ✓ Child Abuse and Neglect Reporting Requirements (BUL 1347.2)
- ✓ Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.2)
- ✓ Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- ✓ Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- ✓ Social Media Policy for Employees and Associated Persons (BUL-5688.1)
- ✓ Special Education Paraprofessional Attendance Policy (BUL-6527.0)
- ✓ Classified Employees Handbook
- ✓ Special Education Paraprofessional Handbook
- ✓ Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals REF-770.2

#### **TEACHER ASSISTANTS**

- ✓ Verification of enrollment in current semester/quarter.
- ✓ Submission of certified transcripts from the college verifying completed courses from the previous semester/quarter.

#### **MISCELLANEOUS**

- ✓ Staff/Track (including “people to know” and School Committee assignments)
- ✓ Map of campus
- ✓ School Safety and Emergency Procedures

With all performance expectations, especially attendance, punctuality, course requirements, and work hours, advise on the consequences of failure to perform (i.e. may result in disciplinary action).

**ATTACHMENT #2**

**ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2017-2018**

**AALA REPRESENTED EMPLOYEES**

	<b>I</b> Distribute Initial Planning Sheet on (recommended)	<b>II</b> Return Initial Planning Sheet by (contractual)	<b>III</b> Initial Planning Conference by (contractual)	<b>IV**</b> Evaluations Issuance Deadline (contractual)
<b>Basis A</b>	<b>07/03/17</b>	<b>08/11/17</b>	<b>08/25/17</b>	<b>05/10/18</b>
<b>Basis E</b>	<b>07/20/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>05/10/18</b>
<b>Basis B</b>	<b>07/31/17</b>	<b>09/08/17</b>	<b>09/22/17</b>	<b>05/10/18</b>

**UTLA REPRESENTED EMPLOYEES**

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
<b>A Basis</b>	<b>08/04/17</b>	<b>08/11/17</b>	<b>08/25/17</b>	<b>02/09/18</b>	<b>05/30/18</b>
<b>Single Track</b>	<b>09/15/17</b>	<b>09/22/17</b>	<b>10/06/17</b>	<b>02/16/18</b>	<b>05/08/18</b>
<b>B Basis Option 4</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/16/18</b>	<b>05/15/18</b>
<b>B Basis Option 6</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/15/18</b>	<b>05/16/18</b>
<b>B Basis Option 7</b>	<b>08/25/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>02/16/18</b>	<b>05/11/18</b>
<b>B Basis Special Calendar GB_06SPE</b>	<b>08/25/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>02/16/18</b>	<b>05/30/18</b>
<b>B Basis Special Calendar GB_08SPE</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/16/18</b>	<b>05/30/18</b>

**\* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last work day of the eighth week of school, in which case, the notification of evaluation must be given within ten work days of the employee reporting to the school. Employees that report later than the last work day of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent or they received a below-standard evaluation in the previous academic year.**

**+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last work day of the eighth week. For employees newly assigned within ten work days prior to Norm Day, the objectives must be established no later than the last work day of the 12<sup>th</sup> week of the academic year.**

**++ For UTLA-Represented Employees, one required, formal observation must be completed by the last work day of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.**

**\*\*For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee's last regularly scheduled school day – Article X, Section 6.0).**

**\*\*For AALA-Represented Employees, the Final Evaluation Report must be issued no later than May 10, 2018 (Article VII, Section 4).**

## ATTACHMENT #3

### Educator Development and Support: Non-Classroom Teachers 2017-2018 Frequently Asked Questions (FAQs)

**Q. Which non-classroom teacher positions are eligible to participate in the Educator Development and Support: Non-Classroom Teachers (EDSNCT) evaluation process?**

**A.** All school-based instructional coaches and coordinators are eligible to participate in the EDSNCT process. These positions include:

Coaches:

- Instructional Coach, Elementary or Secondary
- Middle School-College and Career Coach
- Standard English Learner (SEL) Instructional Coach, Elementary or Secondary
- Title III Coach (English Learner Instructional Coach, Elementary or Secondary)

Coordinators:

- Bridge Coordinator
- Categorical Program Advisor
- English Learner Coordinator
- GEAR UP Site Coordinator
- International Baccalaureate (IB) Coordinator
- Intervention/Prevention Support Coordinator
- Magnet Coordinator
- Problem-Solving/Data Coordinator
- Targeted Support Program Advisor (TSP Advisor)
- Title I Coordinator

**Q. Who is responsible for observing and evaluating non-classroom teacher positions?**

**A.** The non-classroom teacher's direct supervisor is responsible for observing and evaluating him or her.

**Q. If the direct supervisor is a school site administrator, how do they indicate whether a school-based instructional coach and coordinator will be evaluated in the 2017-2018 school year?**

**A.** As administrators update their Staff Rosters on the My Professional Growth System (MyPGS) platform, they should indicate if their school-based instructional coach/coordinator(s) will be evaluated in the 2017-2018 school year or extended to a future year.

**Q. Is the evaluation process for school-based instructional coaches and coordinators different from that of classroom teachers?**

**A.** The EDSNCT process is similar to the Educator Development and Support: Teachers (EDST) process. Both evaluation processes are grounded in the District's *TLF* and include a series of reflection activities, observations, conferencing opportunities, and goal-setting activities.

School-based instructional coaches and coordinators will be rated on seven focus elements to be chosen from a set of 15 focus elements from the District's *TLF*. In addition to an observation, school-based instructional coaches and coordinators will have the opportunity to collect evidence and artifacts of their practice to be rated by their evaluator.

**Q. Where can I go for more information on EDSNCT?**

**A.** Online tutorials explaining the EDSNCT process will be made available for school-based instructional coaches and coordinators and administrators by the start of the 2017-2018 school year. Resources, such as observation protocols and user guides, will soon be available under the *Resources* tab on MyPGS.

**Q. Who can I call for assistance?**

**A.** For questions on EDSNCT, please contact Professional Learning and Leadership Development at (213) 241-3444. For technical assistance and help navigating the MyPGS platform, send an email to [mypgs@lausd.net](mailto:mypgs@lausd.net).