

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

CONFIDENTIAL

TO: Principal and Administrators

DATE: October 2017

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

SUBJECT: OCTOBER 2017 - UPDATE & REMINDERS

IMPORTANT DATES:

- | | |
|------------------|---|
| October 6, 2017 | Final date to establish objectives for UTLA-represented C-basis employees. |
| October 6, 2017 | UTLA represented employees newly assigned to your school after this date shall not be subject to evaluation <u>unless they are non-permanent or received a Below Standard Evaluation in the previous academic year.</u> |
| November 3, 2017 | Final date to establish objectives for UTLA-represented C-basis employees <u>newly assigned to your school</u> before the end of the eighth week of school. |

CERTIFICATED INFORMATION:

1. **2017-2018 CERTIFICATED EVALUATIONS:** 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).
2. **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 LAUSD/UTLA Collective Bargaining Agreement requires that the employee's objectives be established **no later than the last work day of the 8th week of school, October 6, 2017** (traditional calendar). For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 4, 2017 (traditional calendar). 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 and strategies upon which their evaluation will be based. (**Article X, Section 4.0 – 4.3**) See attachment #1 for timelines.
3. **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** (traditional calendar). 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 # 1 for timelines.

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 #4.
5. **INFORMAL CONFERENCE PROVISION OF THE 2014-2017 LAUSD-UTLA CBA:** Article V, Section 7.0 states the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please refer to The Office of Staff Relations Memorandum from Leticia Figueroa, Assistant Chief Human Resources Officer, dated August 19, 2015 and **contact your Staff Relations Field Director immediately.**
6. **UTLA CHAPTER CHAIRS**
Article IV Section 8.0 states that at each work location to which employees are assigned, UTLA shall have the right to designate, pursuant to its own procedures, one employee to serve as the UTLA Chapter Chair. To facilitate communication, they shall meet together with the site administrator whenever reasonably possible.
7. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, had performance problems last year, and continues to exhibit performance problems in the first semester of the 2017-2018 school year, continue to ensure that the employee is closely monitored and is notified of the concerns as decisions regarding re-election and non-reelection will need to be made prior to **December 1, 2017**, via the Affirmative Decision form.
8. **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 to use the class phone & how to contact the office in case of 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 now required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
9. **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 note 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)

10. SUBSTITUTE TEACHER EVALUATIONS: Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on Form 1022. (LAUSD/UTLA CBA, Article X, Section 8.0)

11. 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. They 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.

12. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS

The Chapter Chair shall have the right to propose agenda item and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. (LAUSD/UTLA CBA, Article IV, Section 8.0-i). Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda which should be a separate one with a separate sign in.

CLASSIFIED INFORMATION:

1. 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 Assistants, Campus Aides, Instructional Aides) or F (Teacher Assistants):**

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 by mutual agreement with the supervisor.

2. THE HUMAN RESOURCES DIVISION ASSUMED RESPONSIBILITY FOR TEACHER ASSISTANTS JULY 1, 2017

As of July 1, 2017, the Human Resources Division, on the 15th Floor of the Beaudry Building, assumed responsibility for the hiring, processing, and assignments of new and continuing Teacher Assistants. This is for the Teacher Assistant job class only; all other classroom assistants, (i.e., Special Education Trainee/Assistant, Early Education Aide, Instructional Assistant, etc.) remain the responsibility of the Personnel Commission.

Inquiries for Teacher Assistants should be directed to the Human Resources Division at 213-241-4980 or via email at teacherassistant@lausd.net

3. 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 Assistant:

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.

Information regarding how Teacher Assistants will submit their verification is forthcoming. In the meantime, if you are aware of a Teacher Assistant who does not meet the eligibility requirement above, please contact your Sr. Human Resources Representative for the next steps.

4. TEACHER ASSISTANTS WITH A DEGREE

If you have teacher assistants that have completed the requirements for a Bachelor's degree and a teaching credential, they may remain on the degree track provided they meet the minimum non-degree track course requirements and also participate in CBEST preparation classes. If the CBEST class is a college course, it shall satisfy the course requirement for that employee. If they have completed CBEST, they shall remain on the degree track provided they continue to meet the Non-Degree Track requirement

5. TEACHER ASSISTANTS SENIORITY LIST: 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. Request a copy of certified transcripts from all Teacher Assistants assigned to your site.
2. Review the certified transcripts you received from of all your Teacher Assistants.
3. Prepare a list, in descending order, of completed qualified college units.
4. 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.

Please refer to Attachment 2, which includes an example explaining how to compile the Teacher Assistant Seniority list.

6. 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 by the Teacher Assistant seniority list compiled in accordance with the instructions above. If you have questions, please contact your Senior Human Resources Representative.

7. VACATION SCHEDULING AND VACATION CAPS

Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. In addition, it is important for supervisors to identify those Classified employees who are expected to exceed their vacation cap at the end of the year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees' vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

8. TRANSFER OF BARGAINING UNIT WORK

Only office classifications may perform clerical duties. Classroom support staff classifications such as Special Education Assistants/Trainees, Campus Aides, Teacher Assistants, School Supervision Aides, and Health Care Assistants are not to support office staff with their clerical duties. This is considered a transfer of bargaining unit work and is a violation of their respective collective bargaining agreements.

9. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The courses are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees." Supervisors of classified staff may enroll in one or both of these courses through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by ***Class Offerings*** and then a ***Keyword*** from the titles above. **We recommend all staff who manage or review classified employees attend these two informative training sessions.**

10. INSTRUCTIONS FOR COMPLETING TIME CARDS

Per the Payroll Concepts Manual of 2012, page 45, all classified employees, except those identified in Personnel Commission Rule 596 (over-time exempt), sign in by recording the actual time of arrival but not earlier than the assigned start time and sign out by recording the actual time of departure but not later than the scheduled stop time from their assigned work location(s). This procedure helps to manage the calculation of overtime.

Classified employees whose principal duties and responsibilities are designated as executive/administrative in Personnel Commission Rule 596 (over-time exempt), indicate daily attendance by initialing a time sheet or a time card.

All unclassified employees are required to sign-in and sign-out showing the actual time of arrival but not earlier than the assigned start time to and departure from their assigned work location(s).

GENERAL INFORMATION:

- 1. 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, please contact your Staff Relations Field Director.

2. **BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES:** The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of the Board Rule.

“An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe, or detracts from the learning situation or task being performed, or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession.”

3. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website <<http://achieve.lausd.net/staffrelations>> for important resources, including Contracts, Monthly Updates, District Policies, and important links. To access, log in using the icon on the top right of the page (See Attachment 3). Only Administrators will be permitted to view the actual website.

4. **CHILD ABUSE CONFIDENTIAL REPORTING**

Do not reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

5. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter. Contact your Staff Relations Field Director or Senior HR Representative as soon as possible for the next steps.

6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**

Union representatives are to be permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy.

7. **EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)**

It is the responsibility of the school site administrator to follow up on all leaves. For Workers’ Compensation coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee’s status and return date. If you need additional assistance with any particular employee, a current claim, or return to work procedures, contact Linda Cass, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted (Article XII, Section 12.9). Employees who have not submitted required leave documents should be time-reported as unpaid after twenty days of absence. The Leave of Absence Packet on the Personnel Commission web site (found under Forms) is very informative.

If you have any questions about these items or other contract or discipline issues, please contact your Field Director assigned to your Local District regarding UTLA, or Senior Human Resources Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, 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
Asst. Chief Human Resource Officer	FIGUEROA, Leticia	213-241-6056	
Administrator-AALA	Murphy, Kristen	213-241-8233	kristen.murphy@lausd.net
Field Director	Serrato, Frank	213-241-8243	fserrato@lausd.net
HR-SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net
Sr. HR Representative	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Olortegui, Brenda	818-654-3641	bolorteg@lausd.net
Shared Field Director	Delisle, Carrie Wed/Thur	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	Houston, Sarah	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Luna, Maribel	818-252-5435	maribel.luna@lausd.net
Shared Field Director	Delisle, Carrie Mon/Tue	818-252-5436	carrie.delisle@lausd.net
Sr. HR Rep	Nunnally, Krishna	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Martinez, Isaias	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Moscoso, Veronica Mon/Tue	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	Nguyen, Chrys	213-241 8227	c.nguyen@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Moscoso, Veronica Wed/Thurs	323-224-3120	vxm6767@lausd.net
Sr. HR Rep	Kelly, Cathy	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Alfayate, Juan	310-354-3419	jalfayat@lausd.net
Field Director	Lenon, Damian	310-354-3472	dlenon@lausd.net
Sr. HR Rep	Lyons, Terri Mon/Tue at LD	310-354-3400 213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Maxey, Eric	310-914 2153	ejm9800@lausd.net
Field Director	Vacant		
Sr. HR Rep	Johnson-Moore, Toya	213-241-6896	toya.johnsonmoore@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director (Interim)	Foote, Jack	213-241-3725	djf2378@lausd.net
Office Tech	Easley, Sandra	213-241-3818	sandra.easley@lausd.net

ATTACHMENT # 1**ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2017-2018*****AALA REPRESENTED EMPLOYEES***

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

UTLA REPRESENTED EMPLOYEES

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

*** 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 12th 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 18, 2018 (Article VII, Section 4).**

Simplified School Reports

How do I find them?

1. Log onto SAP
2. Click on **School** Tab
3. Click on Folders to expand

ATTENDANCE

• **HR098 ABSENCE ANALYSIS SCHOOLS** Provides details various rates and/or hours of employee time including the total absence rate, protected & unprotected absence, workers' comp, vacation and overtime hours. Managers can readily identify areas of employee attendance for positive recognition or corrective action and assistance.

ROSTER

• **HR067 SCHOOL CONTACT ROSTER** Provides contact information for each employee assigned to the cost center. It includes employee ID#, address, phone number/s, job description, and employee category (classified, certificated).

POSITION

• **HR070 SCHOOL POSITION DETAIL** Provides a list of every position at the cost center, including employee category (classified, certificated), vacancy indicator, position id #, job name, and whether the position is "obsolete," i.e., marked for budget closure. If the position has been filled, the report includes the employee's name, personnel number, payroll basis, and track.

SENIORITY

• **HR071 SCHOOL CREDENTIALS (ACTIVE AND INACTIVE EMPLOYEES)** Provides information about every credential held by each employee assigned to the cost center, including inactive employees on unpaid leaves. In addition to employee's name & number, the report indicates each credential's type, the subject (if available), its expiration date, and whether it contains EL authorization.

• **HR072 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITH SENIORITY DATE)** Lists all certificated that HR has assigned a seniority date. Employees are ranked in seniority order from least senior to most senior. The report includes the employee's seniority date, tie-breaker number, status, name, personnel number, credential subject, credential type, whether EL authorized, the position number to which employee is assigned & its associated job title, and employee's bilingual fluency level, if applicable.

• **HR073 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITHOUT SENIORITY DATE)** Lists all certificated staff without a seniority date assigned to the cost center (provisionals, university interns, long-term subs, retiree subs) Employees are ranked in contract-date order, from least senior to most senior. In addition to the contract date, the report includes the employee's tie-breaker number, current status, name, alternative credential subject & type, whether EL authorized, the position number to which employee is assigned & its associated job title, as well as bilingual fluency level, if applicable.

• **HR085 TA SENIORITY** Used to determine order of lay-off for Teacher Assistant (Unit F), per Article X, Section 2.0, and not for any other purpose. Layoff is done at the site level for this classification. Lay-off order is a combination of job class seniority and the employee's completed college units. Call Staff Relations for assistance with Teacher Assistant lay-off.

Questions? Call 213-241-5200, Option 6

Other resources: BTS Help Zone

<http://btshelpzone.lausd.net>

ATTACHMENT #3

<http://achieve.lausd.net/staffrelations>

Sign-in to access resources

Administrators Please Sign In

To access all areas of the Staff Relations website please [click here](#) or on the [SIGN IN](#) link above using your LAUSD Single Sign On.



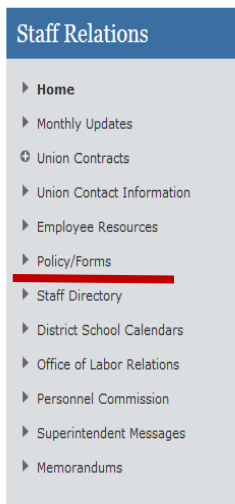
Trouble signing on? [Click here.](#)

Please enter your user name and password to continue

User Name:

Password:

Select your tools



Click on "**Policy/Forms**" to access bulletins, references guides, policy statements, etc. that are frequently referenced in conference memos.

Click on "**Resource Guide**" to for sample conference memos on attendance, classroom performance and conduct.

Click on "**Academic Year Checklist**" for a by month reminder of tasks and deadlines

If you are unable to access this website using your single sign-on (SSO), please contact Arlene Lyew-Teba in Staff Relations at (213) 241-6056 or arlene.lyew-teba@lausd.net

ATTACHMENT #4

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.