

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u>
SUBJECT:	BULLETIN NO. BUL-260 CULTURE, LANGUAGE AND METHODOLOGY REQUIREMENTS FOR ADMINISTRATORS	Administrators, Educational Services Local District School Support Directors Principals UTLA Chapter Chairs Bilingual Coordinators Certificated Staff
DATE:	November 10, 2003	
DIVISION:	Human Resources	
APPROVED:	DEBORAH D. HIRSH, Chief Human Resources Officer	

For assistance regarding the appropriateness of culture course work, contact the Salary Allocation Unit, at (213) 241-6121.

For assistance regarding the appropriateness of methodology coursework contact the Master Plan Teacher Training Unit (MTTP), at (323) 932-2277.

For assistance regarding verification of units for promotional examination, or initial assignment to the Master Salary Table, contact the Administrative Selection Unit, at (213) 241-6886.

This bulletin replaces Associate Superintendent, Human Resources Bulletin No. S-17 (Rev.) of the same subject issued on July 1, 2002. The content has been changed to include and clarify the acceptance of Los Angeles County Office of Education SB 395 training or other comparable bilingual methodology coursework to satisfy the methodology component of the *Master Plan for English Learners* policy affecting K-12 and central office administrators.

I. BACKGROUND

The *Master Plan for English Learners* contains a requirement for staff development for selected K-12 and central office certificated management positions. The Master Plan notes that administrators with some knowledge of language acquisition, bilingual instructional strategies, and multicultural education are better prepared to implement, supervise and support quality education for all students.

II. REQUIREMENTS

Effective July 1, 1990, all employees who apply for, or who are assigned to, entry-level K-12 management positions must have completed two semester units each (a total of six semester units) of culture, language, and bilingual-ESL methodology or the equivalent. An entry-level position is defined as an employee's first assignment on the Master Salary Table, including an assignment as a Temporary Adviser, Master Salary Table (0515). Employees who were assigned to entry-level management positions prior to July 1, 1990, or whose applications were submitted to Promotional Selection prior to July 1, 1990, and who were subsequently placed on an eligible list for which they applied, are exempted from this requirement.

A. Culture Requirement (2 semester units or equivalent)

Current requirements for classes on the Master Salary Table, outlined in Board Rule 4204, include the completion of at least two semester units of specific and two semester units of general coursework in multicultural education or equivalent study. Employees will automatically satisfy the cultural requirement of the Master Plan by verifying completion of the specific multicultural units required by Board Rule 4204.

B. Language Requirement (Verification of completion of one of the following):

1. Bilingual credential or certificate; or passage of the oral tests of the language component of the Bilingual Crosscultural Language Academic Development (BCLAD) Examination.
2. Crosscultural Language Academic Development (CLAD) Certificate.
3. District in-service language class for two salary point credits.
4. Two semester units of college course work in foreign language.
5. Language fluency in a foreign language at A, B, or C level as verified by the District's certificated bilingual fluency examination.
6. Completion of High Intensity Language Acquisition Project (HILAP)/Master Plan Teacher Training Program (MTTP) language classes:
 - a. Ninety-six hour class (6 units)
 - b. Forty-eight hour class (3 units)
 - c. Seventy-two hour three-week Language Academy (3 units)
 - d. Thirty-two hour class (2 units)

7. Other comparable language acquisition course work.
8. Three years of coursework in a single language other than English taken in grades seven through twelve with an average grade of B or better, verified by an official transcript.

C. Methodology Requirement (Verification of completion of one of the following):

1. Bilingual credential or certificate, or passage of the methodology component of the BCLAD examination, or passage of the methodology component of the BCC examination.
2. Crosscultural Language Academic (CLAD) Certificate.
3. Two units of appropriate District in-service credit or college coursework in bilingual-ESL methodology.
4. Certificate of Completion of Bilingual Master Plan Basic Staff Development (30 hours)
5. Completion of High-Intensity Language Acquisition Project (HILAP)/Master Plan Teacher Training Program (MTTP) bilingual methodology class of at least 32 hours.
6. Certificate of Completion of District SB1969 training or LACOE SB 395 training – SDAIE, ELD, or combination SDAIE/ELD (45 hours).
7. Other comparable bilingual methodology coursework.

III. VERIFICATION PROCESS

The Human Resources Division will be responsible for verifying information that is currently part of District records. If information is not recorded with the District, the applicant will be contacted for further documentation. The Human Resources Division also will be responsible for obtaining evidence verifying completion of the requirement from candidates assigned to entry-level positions through the promotional examination and direct appointment processes (i.e. Board Rules 4212, 4213, 4214).

IV. DEADLINE FOR VERIFICATION

The requirements must be completed by employees prior to application or assignment to K-12 entry-level certificated management positions. Submission of evidence of completion of requirements is the responsibility of the employee. The documentation should be submitted to the Human Resources Division, Administrative Selection Unit, 333 South Beaudry Avenue, 14th Floor, for verification. There will be no grace period for compliance with these requirements except for persons hired from outside the District, who will be given one year from the date of appointment to meet these requirements.

###