

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Personnel Services and Research

Nonschool-Based Teacher-Adviser (Preparation Salary Table) (0707)
and Temporary Resource Teacher (0780) Selection Process

The following process must be followed for filing Nonschool-Based Teacher Adviser (0707) or Temporary Resource Teacher (0780) positions.

The administrator or appointing authority of the requesting office is responsible for:

1. Developing a duty statement for the position(s) including targeted outcomes and targeted customers appropriate for the position (see sample, Attachment A).
2. Submitting the duty statement, a draft of the announcement and the Transmittal Form to Human Resources Division. Personnel Research and Assessment, Beaudry Bldg. 14Floor, for technical review. The materials will be returned to the requesting office for forwarding to UTLA for review. After UTLA signs off acknowledging receipt of the information, the requesting office should then publicize the position opening via www.TeacherPlus.Info, flyers, etc.
3. After the application deadline has passed, sending the names and employee numbers of all applicants to Human Resources Division. Certificated Assignments Unit, for initial screening to ensure that applicants meet the minimum District requirements (i.e., years of experience, credentials, etc.). The names of qualified applicants will be returned to the requesting office. Only qualified applicants should be interviewed by the selection committee (see next step).
4. Convening the selection committee. The selection process to fill the adviser position will be by a committee, 50% to be selected by UTLA and 50% to be selected by the District. The composition of UTLA's 50% will be determined by UTLA. The District's 50% will reflect the customer focus for the position, e.g., if the position is to serve teachers and administrators, then the District's 50% would include administrators and teachers; if the customer are parents, then the District's 50% would include parents. Agreement must be reached with UTLA regarding the composition of the selection committee. Committee meeting should be scheduled so as not to disrupt the instructional day. If this is not possible, then the requesting office will pay for substitutes for class coverage, as needed.
5. Making the final selection. unless an appeal has been made to the Appeal Committee. After the committee has interviewed the qualified applicants, the committee will make initial recommendations to the appointing authority. At this point, an incumbent may choose to appeal; for additional information on the appeal process, refer to the UTLA Agreement.
6. Notifying the selected employee and the employee's administrator/supervisor, then notifying those applicants who were not selected.

7. Completing and sending the transmittal form indicating the employee selected and other required information to Human Resources Division, Certificated Assignments Unit.
8. Sending a copy of the transmittal form indicating the employee selected to UTLA.

Additional Information

1. Teacher Adviser and temporary resource teachers may serve in the positions for a maximum of five (5) school years, unless found eligible for exemption, as set forth in the District/UTLA Agreement. The anniversary date of all such employees will be kept on file in the Division of Human Resources. The Certificated Assignments Unit will notify affected employees and their supervisors at the time the employees begin their fifth year of service.
2. For assistance regarding this process, contact the Personnel Services Office at (213) 241-6356 (phone) or (213) 241-8402 (fax).

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Each vote shall be proportionate to the number of hours/days the voter is assigned to the school location. Election to a dean position requires a majority of the votes cast.

b. At those school locations where there are both magnet and regular programs, each dean shall be elected annually by the bargaining unit members of any program they serve.

c. These elections are to be supervised jointly by the site administrator and chapter chair.

d. Alleged violations of the above procedures shall be resolved pursuant to Article V-A.

8.0 Filling Vacancies After Norm Day: If a vacancy occurs in a dean or coordinator position after norm day or the end of the fifth week of the semester or track, whichever is sooner, the site administrator shall make an interim appointment to fill the vacancy until the end of the semester or track. Prior to the next semester or track, the procedures in Section 6.0 (coordinators) and 7.0 (deans) above shall be utilized to fill the position for the next semester or track. If the vacancy is filled by an interim appointment from the current staff, the interim appointee's former position shall be filled by a substitute or employee on temporary assignment.

9.0 Five-Year Out-of-Classroom Assignment Limitations at School Sites: At school sites, there is a five-year limit on out-of-classroom assignments such as coordinators and deans, but excluding librarians, counselors, nurses and personnel paid on the Support Services Salary Schedule. Also exempt from the five-year rule are (i) employees whose assignment requires direct instruction to or supervision of students at least 50% of the time, and (ii) an employee who is named in a continuing grant and whose compensation is at least 50% funded by that grant.

- (1) Employees who fill the on-site positions that are subject to the five-year rule will be selected pursuant to the above provisions. The five-year rule is an outside limit, and does not establish a minimum term or a right to serve for any given term.
- (2) Employees who wish to extend their out of classroom assignment beyond the five-year limit must declare their desire to continue and a qualifying secret ballot election will be held to determine their eligibility to become a candidate. If the incumbent receives the approval of 2/3 of the employees voting, the incumbent will qualify to become a candidate to fill an out-of-classroom position. In the subsequent secret ballot election for the position pursuant to Section 6.0

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above, the candidate (including the incumbent if eligible) who receives a simple majority of those voting shall be considered elected and a new five-year maximum limit will run from the effective date of that assignment.

- (3) Claimed violations of the above five-year limitation rules and procedures shall be handled solely under the Alternative Grievance Procedures of Article V-A.

10.0 Five-Year Out-of-Classroom Assignment Limitations at Non-School Sites:

a. Subject to the exceptions set forth below, all employees who are assigned to nonschool positions within the bargaining unit (excluding librarians, counselors, nurses and personnel paid on the Support Services Salary Schedule), shall not be permitted to continue in such positions for more than five (5) years. Appointments to such positions are usually made on an annual basis; there is no assurance of a minimum length for such appointments. When the five year limit is reached, the employee shall not, for a minimum of two (2) years, be eligible for succeeding nonschool or nonclassroom assignments, except as provided below. The appointing authority should inform all incumbents who will reach the five-year limit by June 30 of the following year, of the fact that their limit is approaching. The five-year rule for non-school positions does not apply to the following:

- (1) Those serving in positions that require direct instruction or supervision of students for at least 50% of the working time;
- (2) An incumbent named in a grant and whose compensation is at least 50% funded by that grant;
- (3) No other candidate is qualified to fill the position or there are no other applicants for the position. The District will be required to publicize all affected positions in the Spotlight or District Memoranda and with information provided by the District, in a timely manner, and UTLA may in its discretion publicize the position in the United Teacher newspaper. If no other applicant files for a position currently held by a five-year incumbent or a determination is made that no other candidate is qualified to fill the position, the incumbent shall be granted a new five-year limit in the assignment.

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- (4) If a situation arises due to unanticipated retirement, resignation or termination and there is only one incumbent remaining at that unit location, that incumbent may serve one additional year beyond the five year limit;
- (5) An incumbent in a situation where there is no other open bargaining unit position that he/she is able to assume;
- (6) Support Services personnel serving in the Division of Adult and Career Education Occupation Education Program for adults with disabilities; and
- (7) Any other exceptions if mutually agreed to by UTLA and the District.

b. Claimed violations of the above five-year limitation rules and procedures shall be handled solely under the Alternative Grievance Procedures of Article V-A.

LOS ANGELES UNIFIED SCHOOL DISTRICT

Statement of Duties Template

Customers

Functions may include, but are not limited to, the following: (Samples: tailor to your office as needed)

Essential Functions

1. Assists in the development and implementation of curriculum and instructional methods and materials.
2. Develops, coordinates or conducts staff development programs for District employees.
3. Develops, coordinates or conducts programs for parents, community representatives and other stakeholders.
4. Organizes and conducts meetings.
5. Maintains appropriate information, files and records.
6. Prepares reports and other materials, as required.
7. Serves as a resource for and provides assistance and information to stakeholders.
8. Acts as liaison to and works cooperatively with other organizational units of the District.
9. Attends meetings and conferences.
10. Performs other functions as determined by stakeholders or supervisor.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.

Outcomes

Qualifications

Experience

Required

1. For teachers adviser positions: Five years of successful full-time certificated service as a teacher, school nurse, or elementary/secondary school counselor paid on the Preparation Salary Table. Employees may satisfy up to two years of the five-year teaching requirement by service rendered in an approved nonclassroom teacher position in a District school or office.
2. For temporary resource teacher: Successful teaching service in the District.

Desirable

Other qualifications as determined by stakeholders or supervisor.

Status

Permanent certificated employee of the Los Angeles Unified School District.

Credentials

Required

A valid California credential authorizing teaching, school nursing, or elementary/secondary school counseling service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

DATE

TEACHER-ADVISER
(PREPARATION SALARY TABLE)

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Nonschool-Based Teacher Adviser (Preparation Salary Table) (0707)
 And Temporary Resource Teacher (0780) Process
TRANSMITTAL FORM

THIS FORM MUST BE COMPLETED AND ALL SIGNATURES OBTAINED BEFORE AN ASSIGNMENT IS IMPLEMENTED.

Requesting Office: _____
 District/Branch/Division: _____
 Contact: _____ Phone # _____ Fax # _____
 Request for Teacher Adviser (0707) Request for Temporary Resource Teacher (0780)
 Working Title: _____

1. Duty statement and draft announcement prepared by requesting office:

Requesting Administrator (Printed Name)	Requesting Administrator's Signature	Date
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2. Duty statement and draft announcement reviewed by Personnel Services and Research Branch:

Personnel Research Representative (Printed Name)	Personnel Research Representative's Signature	Date
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3. Duty statement and draft announcement reviewed by UTLA:

UTLA Representative (Printed Name)	UTLA Representative's Signature	Date
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4. Applicants screened for minimum requirements by Certificated Assignments Unit:

Assignment Unit Representative (Printed Name)	Assignment Unit Representative's Signature	Date
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5. Employee selected to fill the position:

Name: _____ Employee #: _____ Assignment Start Date: _____

Please check as appropriate:

This is a new incumbent.

This is the previous incumbent who is eligible for a new five-year term because:

___ Only Applicant ___ Selection Panel Selection ___ Reassignment Approved by Appeal Panel

Printed Name of Administrator	Administrator's Signature	Date
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Printed Name of Division Head	Division Head's Signature	Date
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After selection, return this completed form (with a copy to UTLA), a Request for Personnel Action (Form 9073), an Administrative Transfer Request (Form 7024-4), and if applicable, a Non-Classroom / Non-Register Teacher Assignment Request (Form 8942) to: Human Resources, Certificated Assignment Unit, Beaudry Bldg, 15th Floor. ATTENTION: Placement Specialist for Teacher Advisers & Temporary Resource Teachers