



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Culture, Language and Methodology Requirements for Administrators

NUMBER: BUL-260.1

ISSUER: Roger L. Buschmann, Chief Human Resources Officer
Human Resources

DATE: April 16, 2007

ROUTING Administrators, Educational Services Local District School Support Directors Principals UTLA Chapter Chairs Bilingual Coordinators Certificated Staff
--

POLICY: This Policy Bulletin outlines staff development requirements for selected K-12 and central office certificated management positions as outlined in the *Master Plan for English Learners*.

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Bulletin No. S-260, of the same subject issued on November 10, 2003. The content has been revised to include and clarify the acceptance of the "Certificate of Completion of Staff Development" training (formerly AB 2913, SB 395 and SB 1969) or other comparable bilingual methodology and language coursework including SB 2042 Multiple Subject and Single Subject Credentials with English Learner authorization equivalent to CLAD, and the addition of the California Teachers of English Learners (CTEL) Certificate to satisfy the methodology and language component of the *Master Plan for English Learners* policy affecting K-12 and central office administrators.

GUIDELINES: The following guidelines apply.

I. BACKGROUND

The *Master Plan for English Learners* contains a staff development requirement for selected K-12 and central office certificated management positions. The Master Plan for English Learners 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 (Class Codes 0515, 0508, 0505, 0503). Employees who were assigned to entry-level management positions prior to July 1, 1990, are exempted from this requirement.

A. Culture Requirement (2 semester units or equivalent)

Current requirements for job classes on the Master Salary Table, as outlined in the District/AALA Bargaining Agreement, Article IV, Section 3.0, 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 culture requirement of the Master Plan by verifying completion of the specific multicultural units required by the bargaining agreement.

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. SB 2042 Multiple Subject or Single Subject Credential with English Learner authorization embedded.
4. District in-service language class for two salary point credits.
5. Two semester units of college course work in foreign language.
6. Language fluency in a foreign language at A, B, or C level as verified by the District's certificated bilingual fluency examination.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

7. Completion of High Intensity Language Acquisition Project (HILAP)/Master Plan Teacher Training Program (MTTP) language classes:
 - a. Forty-eight hour class (3 units)
 - b. Thirty-two hour class (2 units)
 8. Other comparable language acquisition course work.
 9. 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 Development (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 Staff Development Training– SDAIE, ELD, or combination SDAIE/ELD (45 hours).
 7. SB 2042 Multiple Subject or Single Subject Credential with English Learner authorization embedded.
 8. Other comparable bilingual methodology coursework.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

III. VERIFICATION PROCESS

The Human Resources Division will verify employee Master Plan 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 will obtain evidence verifying completion of Master Plan requirements from candidates assigned to entry-level positions through the promotional examination and direct appointment processes (i.e. Administrative Regulations 4213 and 4214).

IV. DEADLINE FOR VERIFICATION

The Master Plan 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. Persons hired from outside the District have one year from the date of appointment to meet these requirements.

AUTHORITY: This is a policy for the Culture, Language and Methodology Requirements for Administrators.

RELATED RESOURCES: *The Master Plan for English Learners*

ASSISTANCE: 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.