



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Selection Criteria, Roles, and Incentive Differentials for Middle and High School History/Social Science Site Lead Teachers

**NUMBER:** MEM-4940.0

**ISSUER:** Judy Elliott, Chief Academic Officer

**DATE:** October 14, 2009

**ROUTING**  
 Local District Superintendents  
 Local District Directors  
 Administrators of Instruction  
 Local District Directors of School Support Services  
 Middle School Principals  
 Senior High School Principals  
 UTLA Chapter Chairs  
 History/Social Science Teachers  
 Time Reporters

**PURPOSE:** This Memorandum provides information regarding the selection of school History/Social Science Site Lead Teachers for implementation and support of Periodic Assessments and the LAUSD History/Social Science Plan.

**MAJOR CHANGES:** This Memorandum replaces MEM-4382.0 dated August 1, 2008 and MEM-4023.0 dated November 19, 2007. For the 2009-2010 academic year, middle and high schools will select one History/Social Science Site Lead Teacher. The history/social science allocations no longer include funds for an additional Site Lead Teacher for multi-track schools. Schools wishing to have more than one Site Lead Teacher must budget additional differentials with school-based funds. The Site Lead Teacher position is open to any middle or high school teacher who meets the criteria in this Memorandum.

**INSTRUCTIONS:** I. BACKGROUND

This Memorandum provides schools, local district offices and school principals with information regarding the selection of school History/Social Science Lead Teachers for implementation of the LAUSD History/Social Science initiatives. The History/Social Science initiatives include History/Social Science instructional guides for grades 7, 8, and 10, and diagnostic periodic assessments for grades 7, 8, and 10.

The History/Social Science Lead Teacher at each school will provide ongoing support and professional development to teachers in using the instructional guides, periodic assessment data, and common protocols, as instructional tools to improve instruction.

II. CRITERIA FOR SCHOOL HISTORY/SOCIAL SCIENCE LEAD TEACHER

Local districts and principals at schools should use the following guidelines for selecting the school History/Social Science Lead Teacher. Principals must fax



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Attachment A to (213) 241-8491, ATTN: History/Social Science, to designate their History/Social Science Lead Teacher by Friday, October 30, 2009.

A. Required:

1. Be “highly qualified” to teach History/Social Science as defined in the NCLB act.
2. Demonstrate History/Social Science content knowledge and an understanding of standards-based instruction.
3. Demonstrate good communication skills and work well with peers.
4. Possess strong organizational skills.
5. Facilitate professional development.
6. Spend additional time working beyond the regular assignment hours to earn a differential.

B. Desirable:

1. Past involvement in District or university History/Social Science programs or grants.
2. Past involvement in the Instructional Guide Design Team or former History/Social Science Cadre member.

### III. ROLES AND RESPONSIBILITIES OF THE SCHOOL HISTORY/SOCIAL SCIENCE LEAD TEACHER

All school History/Social Science Lead Teachers will provide instructional leadership by:

1. Using District-provided professional development materials for grade level instructional guides, periodic assessment and model lesson implementation.
2. Supporting implementation of grade level instructional guides, periodic assessments and model lessons at the classroom level.
3. Assisting in the organization, distribution and collection of periodic assessment materials including the assessment question booklets which are no longer consumable and must be retained for use in the 2009-2010 academic year.
4. Facilitating collaborative planning meetings and post-assessment discussion of results and implications for practice.
5. Serving as the contact person between the school, local district and Central PreK-12 History/Social Science staff for supporting implementation of District History/Social Science initiatives.
6. History/Social Science Lead Teachers will be responsible for documenting via a History/Social Science Site Lead Teacher Semester Activity Log, the type or nature of instructional support provided to other history/social science teachers at the school (Attachment B). History/Social Science Lead Teachers will acquire the Principal’s



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signature to verify completion of duties. Original logs will be retained at the school site and copies sent to the Central History/Social Science team.

#### IV. ROLE OF LOCAL DISTRICTS AND CENTRAL OFFICE

To support History/Social Science Lead Teachers, local districts may provide a one day, six hour professional development designed to train Lead Teachers in the use of grade level instructional guides, differentiation of instruction to support English Learners, and the examination of periodic assessment data to inform and improve instruction. The Central History/Social Science team will support local districts in the design of this professional development.

#### V. TIME REPORTING INSTRUCTIONS

History/Social Science Lead Teachers will be paid a differential of \$637 per semester (\$1,274 annually) for fulfilling the roles and responsibilities as defined in Section III of this Memorandum.

For time-reporting instructions and deadlines, please refer to the "*Time Reporting Instructions for Lump Sum Payment of Differentials*" for fiscal year 2009-10 Memorandum which will be issued by Accounting and Disbursements Division sometime in January 2010. Please note that only one History/Social Science Lead Teacher will be funded per secondary site; schools wishing to continue having multiple History/Social Science Site Lead Teachers must budget additional differential(s) with school-based funds.

Wage Type: 1311  
Class Title: Differential, History/Social Science Lead Teacher  
Fund: 010-4035  
Functional Area: 1110-1000-71S78

For assistance or further information, please contact Kieley Jackson, Michael Reed and Linda Kidd at the Pre K-12 History/Social Science, Office of Curriculum, Instruction, and School Support at (213) 241-6444, or by email at [kieley.jackson@lausd.net](mailto:kieley.jackson@lausd.net), [michael.reed@lausd.net](mailto:michael.reed@lausd.net) and [linda.kidd@lausd.net](mailto:linda.kidd@lausd.net) respectively.