



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Culture, Language and Methodology Requirements for Certificated Administrators

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

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Division BUL-260.4, of the same subject issued on December 7, 2015. The content has been revised to clarify who is required to meet the English Learner Master Plan requirements.

GUIDELINES: The following guidelines apply.

ROUTING
All Employees
All Locations

I. Background

The *English Learner Master Plan* contains a staff development mandate for District and site administrators on initial identification, placement, and legal requirements.

II. Requirements

Employees who are assigned to their first assignment on the Master Salary Table must have completed two semester units each (a total of six semester units) of culture, language, and bilingual-English as Second Language (ESL) methodology or the equivalent. Those who are required to complete the requirements include but are not limited to, all K-12 school-based certificated administrators and non-school based certificated administrators who work with English learner student records, enrollment, initial identification, assessments, placement, and communicating assessment results with families.

A. Culture Requirement (2 semester units or equivalent)

Current requirements for job classes on the Master Salary Table, as outlined in the District/Associated Administrators of Los Angeles (AALA) Bargaining Agreement, Article IV, Section 3.0, include the completion of at least four semester units of coursework in multicultural education or



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

equivalent study. Employees will automatically satisfy the culture requirement of the Master Plan by verifying completion of the 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 or passage of the California Subject Examination for Teachers (CSET): Language Other Than English (LOTE) Test III: Language.
2. Crosscultural Language Academic Development (CLAD) Certificate or passage of the California Teachers of English Learners (CTEL) 1: Language and Language Development subtest.
3. SB 2042 Multiple Subject or Single Subject Credential with English Learner authorization embedded.
4. Two semester units of college coursework 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. Other comparable language acquisition coursework.
7. 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 Bilingual Certificate of Competence (BCC) examination, or passage of the CSET: LOTE Test IV: Bilingual Methodology.
2. Crosscultural Language Academic Development (CLAD) Certificate or passage of CTET 2: Assessment and Instruction subtest.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. Two units of college coursework in bilingual-ESL methodology.
4. Certificate of Completion of Bilingual Master Plan Basic Staff Development (30 hours).
5. Certificate of Completion of Staff Development Training–Specially Designed Academic Instruction in English (SDAIE), English Language Development (ELD), or combination SDAIE/ELD (45 hours).
6. SB 2042 Multiple Subject or Single Subject Credential with English Learner authorization embedded.

III. Verification Process

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. Human Resources Division will obtain evidence verifying completion of Master Plan requirements from candidates assigned during the selection process.

IV. Deadline for Verification

The Master Plan requirements should be completed by employees prior to application or assignment to K-12 entry-level certificated administrator positions. Submission of documentation that verifies completion of requirements is the responsibility of the employee. All documentation should be submitted to Human Resources Division, Administrative Selection Unit, 333 South Beaudry Avenue, 14th Floor, for verification. Upon initial hire, new employees from outside the District or current employees missing one or more of the requirements will have one year from the date of appointment to meet these requirements. Failure to meet these requirements shall result in reassignment to a non-administrative position for which appropriately certified.

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

RELATED RESOURCES: *The English Learner Master Plan 2012*

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