



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Culture, Language and Methodology Requirements for  
Certificated Administrators

**NUMBER:** BUL-260.3

**ISSUER:** Vivian K. Ekchian, Chief Human Resources Officer  
Human Resources Division

**DATE:** November 7, 2011

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

**MAJOR CHANGES:** This Policy Bulletin replaces Human Resources Division BUL-260.2, of the same subject issued on October 10, 2011. Class code 510 has been changed to reflect the correct numeration of 0510. The contact information has been updated.

**GUIDELINES:** The following guidelines apply.

I. Background

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

II. Requirements

Effective July 1, 1990, all employees who apply for, or who are assigned to, entry-level K-12 certificated administrator 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 in any Temporary Adviser classification, on the Master Salary Table, including but not limited to class codes 0515, 0508, 0505, 0503, 0510, and 0504.

**ROUTING**

All Employees  
All Locations



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### 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 four semester units of specific or general coursework in multicultural education or 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 CSET: LOTE Test III: Language.
2. Crosscultural Language Academic Development (CLAD) Certificate or passage of the 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 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. Other comparable language acquisition course work.
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 BCC examination, or passage of the CSET: LOTE Test IV: Bilingual Methodology.



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2. Crosscultural Language Academic Development (CLAD) Certificate or passage of CTEL 2: Assessment and Instruction subtest.
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– SDAIE, ELD, or combination SDAIE/ELD (45 hours).
6. SB 2042 Multiple Subject or Single Subject Credential with English Learner authorization embedded.

### 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 during 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 administrator positions. Submission of documentation that verifies completion of requirements is the responsibility of the employee. Any documentation should be submitted to the Human Resources Division, Personnel Research and Analysis, 333 South Beaudry Avenue, 14<sup>th</sup> Floor, for verification. Upon initial hire, new employees 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 certificated administrators.

**RELATED RESOURCES:** *The Master Plan for English Learners*



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