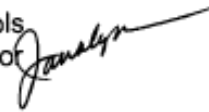


**Los Angeles Unified School District**  
**Inter-Office Correspondence**  
*Office of the Superintendent*

**TO:** All School Principals **DATE:** December 8, 2011

**FROM:** John Deasy, Ph.D., Superintendent of Schools  
Janalyn W. Glymph, Ph.D., Personnel Director



**SUBJECT: IMMEDIATE FREEZE ON THE HIRING OF EDUCATION AIDE II'S –  
CLARIFICATION OF DUTIES**

This correspondence is a follow up to the attachment entitled, "Immediate Freeze on the Hiring of Education Aide II's", dated April 13, 2011.

Over the course of several years, there have been frequent complaints by employees and their unions regarding the alleged misuse of employees occupying Education Aide II positions. Most of the recent allegations involve the assignment of Ed Aide II's to duties that are typical of other classifications that have been heavily impacted by the Reduction-in-Force, such as Office Technicians and Library Aides. Ed Aide II's should primarily work in the classroom, or very closely with a Teacher, performing work that is directly related to the operation of a classroom.

Earlier this year, a hiring freeze was enforced and a policy established that would result in the closure of positions that are inconsistent with the intended use of the Ed Aide II classification. However, we continue to receive allegations from employees and their bargaining units of misuse of Education Aide II's at school sites.

The purpose of this memo is to assist principals in ensuring that their Ed Aide II positions are not jeopardized because the incumbents are unintentionally assigned duties and responsibilities which belong to other classifications affected by layoffs. For example, Education Aide II's may not be assigned primarily to school offices, the textbook room, or to work in the school library as the work is typically within the scope of a different bargaining unit. In general, duties may not be assigned to Education Aides that are typical of Clerks, Office Technicians, Library Aides, or Health Office Clerks. Additionally, Education Aide II's may not assist in direct instruction because they do not meet the requirements of the "No Child Left Behind" legislation.

The work that Education Aide II's may perform should focus on assisting teachers or other certificated employees by performing a variety of routine non-instructional tasks such as monitoring classrooms and enforcing rules, escorting students to assist in maintaining safety, correcting student assignments, collecting and distributing materials in the classroom, and arranging and organizing the classroom furniture and supplies. The Education Aide II class description may be accessed at [http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class\\_comp/cds/cc4583.PDF](http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc4583.PDF) for your reference.

If you have any questions, please refer them to Ms. Shelly Demeke, Principal HR Specialist at [shelly.demeke@lausd.net](mailto:shelly.demeke@lausd.net) or (213) 241-7803.

**C:** Michelle King  
Local District Superintendents  
Deborah Ernst  
Fred Elliot