

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 43
August 26, 1988

**SUBJECT: ADMINISTRATOR AND CLERICAL COVERAGE AT
COMMUNITY ADULT SCHOOLS, REGIONAL OCCUPATIONAL
CENTERS AND SKILL CENTERS**

I. Background

II. Directives

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

Historically, community adult school offices have been open and available to the public from 1 p.m. to 10 p.m., five days per week. Regional occupational centers and skills centers, on the other hand, operate the bulk of their programs between 8 a.m. to 10 p.m. or 8 a.m. to 4:30 p.m.

II. DIRECTIVES

A. Administrative and clerical coverage shall be scheduled in school offices as follows:

1. Community Adult Schools

Monday through Thursday, 1:00 p.m.-10:00 p.m. Friday duty hours may be adjusted with approval of the Administrator, School Operations.

2. Regional Occupational Centers

Monday through Thursday, 7:30 a.m.-10:00 p.m. Friday duty hours may be adjusted with approval of the Administrator, School Operations.

3. Skills Centers

Monday through Friday, 7:30 a.m.-4:30 p.m. or 7:30 a.m.-10:00 p.m.

B. Under no circumstances shall a single individual be left alone to service the school office during the hours listed.

C. Any exception to the above directives must be approved by the Administrator, School Operations Unit.

**For assistance, please telephone Loretta Walker or Guadalupe Reyes,
Administrators, School Operations Unit at, (213)625-6642.**

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education

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