

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 17 (Rev.)
August 15, 1997

SUBJECT: REQUIREMENTS FOR TEACHER ASSIGNMENTS IN ADULT ACADEMIC INSTRUCTION

- I. Purpose
- II. Initial Procedures for Assigning New Teachers
- III. Minimum Requirements for Teachers Assigned to Academic Instruction Courses

This revision supersedes the bulletin of the same number issued on May 11, 1993. The content of Section III has been updated to reflect changes in Division organization, policy, or procedure.

I. PURPOSE

To clearly identify policy regarding teacher assignments in adult academic instruction courses.

II. INITIAL PROCEDURES FOR ASSIGNING NEW TEACHERS

- A. Adult school and employment preparation center administrators will review the teacher applicant's credential to verify that (s)he meets the requirements described below. When the teacher applicant lacks a credential, the administrator will review his or her transcripts to verify that the applicant meets the requirements for the appropriate credential.
- B. The administrator will verify that the applicant has passed the CBEST.
- C. The administrator will verify that the teacher applicant meets other district requirements for employment as described below in Section III.
- D. The administrator issues a Request for Adult Education Certificated Teacher Assignment ("greenie") to the qualified teacher applicant and instructs him or her to call the secretary at the Office of Adult Academic Instruction, (213) 625-6653 to set up a processing appointment. The applicant will be given a list of documents to bring to the processing appointment.

III. MINIMUM REQUIREMENTS FOR TEACHERS ASSIGNED TO ACADEMIC INSTRUCTION COURSES

- A. Teachers assigned to Adult Academic Instruction courses must have earned a minimum of a bachelor's degree from an accredited college or university. In addition, the following requirements apply:
 - 1. Teachers holding an Adult Designated Subjects credential or its equivalent must have a designation on the credential in the subject area of the course assigned on the Request for Adult Education Certificated Teacher Assignment ("greenie").
 - 2. Teachers lacking an appropriate credential must present official, sealed copies of transcripts verifying a minimum of 20 semester (30 quarter) units of course work earned from the same department as the course assigned on the Request for Adult Education Certificated Teacher Assignment ("greenie"). Alternatively, ten semester (15 quarter) upper-division and/or graduate units will also meet the requirement.
 - 3. The following designations qualify teachers to be assigned to a Learning Center, Individualized Instruction (course number 30-50-70), which includes teachers assigned to high school courses in the AEWC program, and teachers assigned to high school courses taught through Adult Independent Study (AIS):
 - a. Teachers holding the Adult Designated Subjects credential must have, in addition to Basic Education, or Elementary/Secondary Basic Skills, a designation in at least one of the four core academic subject areas of English, mathematics, science, and social sciences.

- b. Teachers lacking an appropriate credential must present official sealed copies of transcripts verifying a minimum of 20 semester (30 quarter) units in at least one of the four core academic subject areas of English, mathematics, science or social sciences. Alternatively, ten semester (15 quarter) upper-division and/or graduate units in the above areas will also meet the requirement.
 - c. Teachers assigned to subject-area labs--such as English or mathematics labs--must have a designation on the credential in the subject taught in the lab.
- B. New teachers assigned to courses in adult academic instruction must have passed CBEST or have proof of recent (within the last 39 months) teaching experience in a California public school.
- C. New teachers must also meet other criteria required by the district, such as proof of citizenship or legal authorization to work in the United States, medical clearance, and possession of a Social Security card.

For assistance, please call Molly Milner, Supervisor, Adult Academic Instruction at (213)625-6653.

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