

UPDATE

www.aala.us

Week of September 12, 2016

DO NOT FAIL TO REPORT SUSPECTED CHILD ABUSE

Report! Report! Report suspected child abuse to the appropriate law enforcement agency and file an ISTAR (click [HERE](#))! Email Operations and your director!

This was the first line in the *Update* of October 12, 2015, and it related to the fact that AALA members were facing potential disciplinary action for failing to report suspected child abuse. Unfortunately, with the beginning of the new school year, we still find administrators being challenged with the District's reporting requirements and therefore, are going to take the time to reiterate the necessary steps to follow with every incident involving potential child abuse. [BUL - 1347.2, Child Abuse and Neglect Reporting Requirements](#), mentions "reasonable suspicion" as a trigger to report suspected child abuse, in addition to actual knowledge. When dealing with this possibility, suspend your logic and assume there ***IS*** reasonable suspicion the moment you know of the allegation. It is imperative administrators take the following steps:

1. Call the appropriate local law enforcement agency **IMMEDIATELY**. Discussing or reporting suspected child abuse to the LAUSD's School Police Department (LASPD) does **NOT** fulfill the responsibility to make a mandated report to an appropriate child protective agency.
2. Document the agent's name and badge number.
3. Ask: Am I to handle this administratively? Should I investigate or NOT? May I conduct a concurrent investigation? It is imperative to NOT begin an investigation of any sort until advised to do so by the agent.
4. Immediately following the call to law enforcement consult with the Local District to determine if a call to the Department of Children and Family Services (DCFS) is warranted or not. You should also contact the Local District if you need assistance determining which agency to contact, i.e. law enforcement or DCFS.
5. File an ISTAR. (Contact the Local District if you need assistance in determining whether to keep the name of the victim, suspect, or both, confidential in nature.) Otherwise, include the names of the victim and suspect in the ISTAR.
6. Submit the written report to the agency you contacted within 36 hours of receiving the information.
7. Email your administrator of operations, director, and operations coordinator the ISTAR number and a brief synopsis, keeping the confidentiality of the victim and suspect in mind.
8. If reporting suspected child-on-child abuse: 1) Call the appropriate local law enforcement agency; 2) contact the Student Discipline and Expulsion Support Unit at 213.202.7555 to determine if an expulsion proceeding is appropriate; 3) seek assistance from the Local District to determine if the

IN THIS ISSUE

**DO NOT FAIL TO REPORT SUSPECTED
CHILD ABUSE**

HEALTH BENEFITS CHANGE

FAQ – FMLA

CONGRATULATIONS

DISTRICT MAGNETS SHINE

CHARACTER DAY

EMAIL CLUTTER FEATURE

MORE THAN A MEAL

MENTORS NEEDED

IN MEMORIAM

RSVP FOR RECEPTION

SAVE THE DATE

CALENDAR

UCLA ED.D. PROGRAM

POSITIONS

CHILD ABUSE (Cont.)

two students need to be immediately separated and the best course of action to take; and 4) request that the Local District assist you with the development of Individualized Safety Plans for the students. **Note child-on-child sexual abuse can potentially occur at any age and grade level.**

9. Update the ISTAR in real time, every time a development arises, to memorialize the proactive steps you are taking, and to document the support the Local District is providing you.

Know all District employees are mandated reporters of suspected child abuse/neglect. This applies to all certificated and classified employees, as well as school police, teacher assistants, instructional aides, healthcare practitioners, and employees of children's centers. School volunteers are **NOT** mandated reporters of suspected child abuse. However, the District encourages volunteers to speak to an administrator promptly regarding any inappropriate behavior.

School employees are often intimidated by having to follow the Suspected Child Abuse Reporting (SCAR) process. Remind employees that telling an administrator is not enough! It is imperative that the employee with the firsthand information do the reporting. It is perfectly appropriate for the site administrator to assist the employee by providing telephone numbers and reporting forms. Be helpful, but do not give the employee a pass and assume the reporting responsibility for secondhand information when it comes to your attention! **It is, however, your responsibility to ensure that the report has been made.**

Please do not let failure to file a SCAR and ISTAR negatively impact your career! Immediately contact your Local District administrator of operations, director, or operations coordinator if you need assistance with this important and urgent requirement. Additional resources regarding child abuse awareness and reporting can be found on the LAUSD's Division of District Operations Child Abuse Awareness Training site: <http://achieve.lausd.net/Page/5184>.

NEWS ALERT: HEALTH BENEFITS CONTRACT CHANGE FOR MEMBERS WITH DUAL COVERAGE

AALA and all other District union presidents have approved health benefit contract changes that improve coverage for dual coverage employees. Current contract language does not allow a married or domestic partner employee with dual coverage to be covered both as an employee and as a dependent in the same plan. The contract also does not allow qualifying children coverage under more than one plan. For 2017, these restrictions will be removed, as follows:

- Dual coverage employees may now opt for coverage under the same plan as both employees and dependents.
- Qualifying children of dual coverage employees may also be covered more than once under the same plan.

AALA will share copay/coinsurance information in a future Health Benefits FAQ.

HEALTH BENEFITS FAQ— *YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT*

AALA provides this general overview of the Family and Medical Leave Act (FMLA) annually to refresh administrators' knowledge base related to employee rights that are provided by the law. To fully understand the intricacies of FMLA/CFRA, please consult the resources/publications on the District's [FMLA website](#), in [BUL-1205.3](#), and in the Supervisors' FMLA/CFRA Reference Guide: [REF-6022.0](#). Also, see [AALA's Contract](#), Article XI: Leaves and Absences, Section 16.0 (pages 54-58).

What is the Family and Medical Leave Act (FMLA)?

The FMLA, under the Department of Labor, became effective in 1993. This Act provides qualifying employees with up to 12 work weeks of unpaid, job-protected leave a year, with continuation of full health benefits. In California, employees are also protected under the California Family Rights Act (CFRA), which requires employers to continue other benefits, such as seniority accrual and return rights. Job "protection" includes no criticism, discrimination, or disciplinary action for the exercise of FMLA/CFRA rights.

Who is eligible for FMLA/CFRA?

Eligibility extends to an employee who has been employed for at least 12 months and who has served for at least 130 workdays or 1,250 hours during the 12 months immediately preceding the effective date of the leave.

What specific reasons trigger eligibility for FMLA/CFRA?

- **Serious health condition** of an employee that makes the employee unable to perform his/her job.
- **Caring for** the employee's spouse, child, or parent who has a serious health condition
- **Incapacity** due to pregnancy, prenatal medical care, or childbirth
Under California law, an employee eligible under CFRA and the Pregnancy Disability Leave (PDL) Act may be provided leave up to 12 weeks plus 4 months (PDL). Consult Bulletin [BUL-1205.3](#) for additional information.
- **Bonding** with an employee's child after childbirth, adoption, or foster care placement
- **Military exigency** that requires military leave for a covered military service member or caring for a covered military service member with a serious illness or injury sustained while on active military duty (up to 26 weeks)

How do I know if any of my staff members (or I) might require FMLA protection and what should I do once I detect need?

According to the District, some warning signs of potential need for FMLA include:

- More than three (3) consecutive days of absence or days off to care for a qualifying family member's serious illness
- Pregnancy
- A chronic health condition
- Hospitalization, surgery, or multiple doctor's visits
- A medical reason being given for being late, leaving early, or absent

FAQ (Cont.)

Administrators should review the [FMLA/CFRA Administration Checklist](#) when a potential need for FMLA/CFRA protected leave is identified. The checklist provides a five-step protocol to ensure that an employee's FMLA rights are protected.

Does “unpaid” leave mean that employees cannot use accrued sick leave days or vacation time?

If the FMLA/CFRA absence is for an employee's own serious health condition, District policy requires the use of available paid sick time (both full and half pay). Depending on the reason for your FMLA leave, you may have the option or be required to use any vacation time available, before going into half-pay illness. District policy requires employees to use all benefited time prior to taking an unpaid leave.



Congratulations to the six LAUSD schools that received bronze awards as part of a group of 328 of the healthiest schools in America recognized by the Alliance for a Healthier Generation, an organization that works to empower children to develop lifelong, healthy habits. The winning schools are:

- ✧ Harry Bridges Span School, **Louie Mardesich**, Principal
- ✧ Broad Avenue Elementary, **Angela Tenette**, Principal
- ✧ Fries Avenue Elementary, **Tracy Joseph**, Principal
- ✧ Gulf Avenue Elementary, **David Kooper**, Principal
- ✧ Hawaiian Avenue Elementary, **Luis Rivera**, Principal
- ✧ Wilmington Park Elementary, **Lowell Bernstein**, Principal
- ✧ Young Oak Kim Academy, **Edward Colación**, Principal

These schools that received awards met or exceeded stringent standards set by the Alliance's Healthy Schools Program and are best-in-class examples of a nationwide movement to create healthier environments for kids. All recognized schools had to:

- *Meet or exceed updated federal nutrition standards for school meals, which include increased fruits and vegetables, whole grain-rich items, and meals lower in saturated fat.*
- *Offer school breakfast to their students every day.*
- *Meet or exceed snack and beverage requirements for the federal Smart Snacks in School standards.*
- *Implement district wellness policies and report progress annually.*
- *Provide students with at least 60 minutes of physical education per week and ensure activity throughout the school day.*

DISTRICT MAGNETS CONTINUE TO SHINE

LAUSD's magnets outperformed charter schools in the state and scored above average on the Smarter Balanced Assessments administered last spring. While only forty-five percent of independent charter students met or exceeded standards in English-Language Arts, sixty-one percent of magnet students

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MAGNETS (Cont.)

did so. When compared to statewide averages, the magnet students also had a large margin (see chart below from LAUSD website).

PERCENTAGE THAT MET OR EXCEEDED STANDARDS			
	All Grades		
English Language Arts	2014-15	2015-16	Change
California	44	49	5
LAUSD	33	39	6
Charters	39	45	6
LAUSD Magnets	55	61	6
Mathematics			
California	33	37	4
LAUSD	25	29	4
Charters	28	31	3
LAUSD Magnets	44	48	4

Downtown Magnets High School (**Dr. Jared DuPree**, Principal) was recognized as one of the District’s highest-performing magnets with 92 percent of its students meeting or exceeding standards in English, which reflected a 5 point increase from last year. Magnet programs began in the 1970s as part of the response to the desegregation mandate and there are now 213 centers and schools with plans to open at least 13 more next year. While the District celebrated the success of its magnet schools, the *Los Angeles Times* was quick to point out that when *compared with charters and the District as a whole, magnet schools have lower percentages of test-takers who are English learners, students with disabilities, and students eligible for free or reduced-price lunch.*



*AALA thanks **Dr. Lori Vollandt**, Coordinator, and **Susan Ward Roncalli**, Health Education Programs, for sharing this information.*

On Tuesday, August 23, 2016, the Board of Education passed a resolution, proposed by **Dr. Ref Rodriguez** and cosponsored by **Mónica García**, which declared Thursday, September 22, 2016, as Character Day throughout the District. Character Day is a global initiative in which groups around the world screen and discuss films on the science of character development. In partnership with Dr. Rodriguez’s office, staff members from the Health Education Programs office have worked closely with **Isabel Maxwell** from the Character Day organization to promote this initiative for LAUSD. Beyond the Bell will support Character Day through Take Action campaigns, and Local Districts are also supporting this through school-based activities. Additionally, a presentation will be made to ASB Presidents at their meeting on September 7 to ask students to develop plans to promote Character Day at their school sites. School staff members can download and project or print the poster of Character Strengths and the discussion questions from the website at <http://www.letitriple.org/character-day/discussion-kits/> free of charge. Posters and discussion kits can also be ordered from the site free

CHARACTER DAY (Cont.)

except for shipping charges. The Character Day Education Hub went live on September 1 with resources in English, Spanish, and Chinese available to download.

The Board resolution encourages schools to document their participation and send photographs of their students engaged in the work, or samples of the work that the students create based on their Character Day discussions to **Susan Ward Roncalli** at sroncall@lausd.net so that they may be posted on the District website. Please be certain to obtain written parent consent before taking photos of students. Should you have any questions or require more information, contact Health Education Programs Coordinator **Dr. Lori Vollandt** at lori.vollandt@lausd.net.

MICROSOFT OUTLOOK EMAIL CLUTTER FEATURE AVAILABLE

ALA thanks **Monica Nolen, ITD**, for providing this information.

Clutter is a Microsoft email sorting tool designed to move low priority messages out of your Inbox. The intent of the tool is to make it easier for you to scan your Inbox for important messages. Clutter uses machine learning to analyze your email habits and behaviors, particularly which emails are not opened or deleted, to identify the types of messages that are likely to be of the least importance to you. These types of messages are then moved to the Clutter folder. In effect, Clutter must be trained on your personal email preferences to behave properly. Until the system is well-trained, important messages may be inadvertently moved to the Clutter folder.

As a user, you have two options, regarding the Clutter feature, to better manage your email account. You can:

- 1) Train Clutter – Simply drag the email that you have identified as not belonging in the Clutter folder back to your inbox. Likewise, you can drag unimportant messages from your Inbox to the Clutter folder. By repeating this action, the Clutter feature learns to place particular types of messages (based on content, how you are addressed, and other cues) and not others in the Clutter folder in the future.

Email messages will remain in your Clutter folder until you move or delete them. You will need to periodically (we recommend on a weekly basis) check the Clutter folder to ensure that you are not missing any important messages that may have been inadvertently flagged as Clutter.

- 2) Turn off Clutter – Follow the steps below to turn off the Clutter feature.
 - a. Sign-in to the Microsoft Online Web Application at www.mailbox.lausd.net.
 - b. In the top left corner of the page, select the app launcher icon, and then select Mail.
 - c. In the top right corner of the page, select Settings (cog icon) > type Clutter into the search bar > select Clutter.
 - d. Uncheck the box next to Separate Items Identified as Clutter, and then save.



CLUTTER (Cont.)

If you choose to continue using the Clutter feature, we recommend turning on the Clutter reporting feature. This will enable you to receive a weekly report regarding the messages that have been moved to the Clutter folder. To access the reporting feature, follow steps a-c above. Ensure that the box next to Separate Items Identified as Clutter is checked. Then, check the box next to Send Me Notifications about Messages That Are Separated as Clutter.

For additional information about how the Clutter feature works, please access the article on the other side of this link: <https://blogs.office.com/2014/11/11/de-clutter-inbox-office-365/>. For assistance with the Clutter feature, please contact the ITD Help Desk via this link: <http://achieve.lausd.net/onlineSRS>.



The school year is well under way, and by now all schools should have begun the collection of *Meal Applications* (Pricing Schools) or *Household Income Forms* (Provision 2/CEP Schools). Here are answers to some frequently asked questions that may be helpful to you.

Provision 2/CEP Schools – Household Income Forms

Q – Where should the completed forms be sent?

A – Forms should be sent to the Office of Data and Accountability, Beaudry Building, 16th Floor.

Q – Who should complete the *Household Income Form*?

A – A form should be completed only for students who are new to the District. Students who were in LAUSD TK, Pre-K, or Preschool last year are not considered new.

Q – When should the *Household Income Form* be sent in?

A – When a new student is entered into MiSiS, the school receives a temporary ID. Once the permanent ID is issued, enter it on the form and submit it.

Q – Should the cafeteria staff be responsible for the collection of the *Household Income Form*?

A – No, the *Household Income Form* is used only to collect income data needed for LCFF and has nothing to do with meal eligibility. These forms should be the responsibility of school office staff.

Q – How do we get extra *Household Income Forms*?

A – Additional forms are available by contacting **Danna Escalante** at dme74491@lausd.net.

For All Schools

Q – Where can I find additional resources?

A – A Principal's Toolkit that includes parent letters and flyers, Blackboard Connect messages, tips for office staff, talking points, a regularly updated FAQ, and more can be found at mtam.lausd.net.

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MEAL (Cont.)

Q – Whom can I contact for help?

Jean Brown

818.216.9708

jean.brown@lausd.net

Local Districts Central,
South, and Northwest

Marcee Seegan

818.620.5079

marcia.seegan@lausd.net

Local Districts East, West,
and Northeast

MENTORS NEEDED FOR THE LAUSD VILLAGE MOVEMENT

The District Village Movement Mentor Program is seeking volunteers to invest in our future by serving as mentors for students in this new program. Two hours a month is all that is required. Mentors must attend one two-hour training session that will be held on September 14, 2016, and each month thereafter. For more information and to register, please click [HERE](#) or contact **Dr. Brenda Manuel** at 213.481.3317 or brenda.manuel@lausd.net.

IN MEMORIAM

SHARON KELLY LEE—Former principal at Ranchito Avenue, Roscoe, and Emelita Academy Charter elementary schools. Ms. Lee retired from the District on October 1, 2001, and passed away on August 28, 2016. No services were held.

ROSE RAO—Former assistant principal at Nobel and Mulholland middle schools and AP,SCS at Marshall and Belmont high schools and Frost Middle School. Mrs. Rao retired from the District on July 1, 1995, and passed away on September 1, 2016. In retirement, she served for over ten years as a mentor AP,SCS in the Master Program Institute, a joint project of AALA and LAUSD. Services were held on September 4, 2016. Donations in her memory may be made to Valley Beth Shalom Library Project, 15739 Ventura Blvd., Encino, CA 91436.

WILLIAM “BILL” VALENCIA—Former assistant principal of operations at Manual Arts, South Gate, Roosevelt, and Los Angeles community adult schools and North Valley Occupational Center and assistant principal of adult counseling services at Jordan-Locke and Banning-Narbonne-San Pedro community adult schools. Mr. Valencia retired from the District on August 30, 2004, and passed away on August 30, 2016. Services were held on September 6, 2016.


*Join your friends and colleagues at the Fall Reception on September 21.
Please RSVP to Gema Pivaral at 213.484.2226 or gpivaral@aala.us.*

Associated Administrators of Los Angeles



The annual Fall Alumni Luncheon will be held at 11:30 a.m., on Wednesday, October 19, 2016, at Maggiano's, The Grove. The guest speaker is Local District Northwest Superintendent **Vivian Ekchian** who will bring an inspiring message. Please mark your calendar now for this outstanding event. Look for more information to follow.

CALENDAR

EVENT	DATE	CONTACT
SEPTEMBER IS HISPANIC HERITAGE AND LIBRARY CARD MONTH		
ADMISSION DAY — California became the thirty-first state in the Union on September 9, 1850.	September 9, 2016	 CALIFORNIA REPUBLIC
EAPO, MSAPO, and SHAPO Meeting at Pickwick Gardens (Required)	September 15, 2016 7:30 a.m. – 12:00 p.m.	Dr. Sylvester Harris , 213.484.0326 Martha Valencia , 323.826.1500 Juanita White-Holloman , 323.227.4400
CMAA Fall Social at Monterey Hill Restaurant	September 15, 2016 5:00 p.m.	Yumi Kawasaki , 323.568.5528 or jyk2204@lausd.net
DACE Administrators' Meeting at East L.A. Skills Center	September 16, 2016 8:00 a.m. – 12:00 p.m.	Dr. Clif DeCordova , cdecordo@lausd.net
Mexican Independence Day — Miguel Hidalgo's speech on September 16, 1810, began the revolt against the Spanish regime.	September 16, 2016	
CalPERS Benefits Education Event at Pacific Palms Resort, City of Industry	September 16 - 17, 2016	Click HERE
AALA Fall Reception at The Center at Cathedral Plaza	September 21, 2016 4:30 p.m. – 7:30 p.m.	RSVP to Gema Pivaral , 213.484.2226 or gpivaral@aala.us
GLOBAL CHARACTER DAY	September 22, 2016	
NATIVE AMERICAN DAY	September 23, 2016	
CCAE Conference at Slawson Occupational Center	September 24, 2016 7:30 a.m. – 12:30 p.m.	Sonya Ramirez , 310.547.5551, ext. 205, or sramir1@lausd.net
COBA Meeting at California African American Museum	September 28, 2016 5:30 p.m.	Josephine Ruffin , 323.296.2040 or josephineruffin@sbcglobal.net

Associated Administrators of Los Angeles

EVENT	DATE	CONTACT
SHSOPO Meeting at Belmont HS	September 29, 2016 8:00 a.m. – 12:30 p.m.	Jason Camp , 818.881.7737
OCTOBER IS BULLY PREVENTION, CULTURAL DIVERSITY, DISABILITY AWARENESS, FILIPINO AMERICAN HISTORY, LGBT HISTORY, BREAST CANCER AWARENESS, SUBSTANCE ABUSE PREVENTION, AND DOMESTIC VIOLENCE AWARENESS MONTH		
UNASSIGNED DAY	October 3, 2016	
WALK TO SCHOOL DAY	October 5, 2016	Robert Laughton , 213.241.3199
OMA Meeting in Board Room	October 5, 2016 7:30 a.m. – 10:00 a.m.	Dr. Conrad Ulpindo , 818.609.2570
MSPO, SHSPO, PSPO, ASPO, SEPO, and SHSOPO Meeting at Pickwick Gardens (Required)	October 5, 2016 7:30 a.m. – 12:00 p.m.	Dr. Sandra Cruz , 818.832.3870 Elizabeth Beltran , 818.838.3946 Tadeo Climaco , 213.240.3815 Dr. Clif de Córdoba , 310.664.5888 Casey Johnson , 310.391.0568 Jason Camp , 818.881.7737
SEPO Meeting at Perez CTC	October 5, 2016 1:00 p.m. – 4:30 p.m.	Casey Johnson , 310.391.0568
AAALA Representative Assembly Meeting	October 6, 2016 4:30 p.m.	
DACE Administrators' Meeting at East L.A. Skills Center	October 7, 2016 8:00 a.m. 12:00 p.m.	Dr. Clif de Córdoba , 310.664.5888 or cdecordo@lausd.net
WEEK OF THE CALIFORNIA SCHOOL ADMINISTRATOR	October 10 - 15, 2016	
UNASSIGNED DAY	October 12, 2016	
NATIONAL SCHOOL BUS SAFETY WEEK	October 17 – 21, 2016	
AAALA Alumni Luncheon at Maggiano's, The Grove	October 19, 2016 11:30 a.m.	RSVP to Gema Pivaral , 213.484.2226 or gpivaral@aala.us
OEECA Meeting at Beethoven EEC	October 20, 2016 9:00 a.m. – 12:30 p.m.	Obioma Uche , 323.234.1428
Great California Shake Out Drill	October 20, 2016 10:20 a.m.	
CalSTRS Pre-Retirement Workshop at Meyler Elementary School Auditorium	October 20, 2016 4:00 p.m. – 5:30 p.m.	Maria Voigt , 213.241.6365
CCAЕ Meeting at LA Technology Center	October 21, 2016 2:30 p.m. – 4:00 p.m.	Sonya Ramirez , 310.547.5551, ext. 205 or sramir1@lausd.net

**UCLA DOCTORATE OF EDUCATION (ED.D.)
IN EDUCATIONAL LEADERSHIP**

UCLA is accepting applications for our Fall 2017 Ed.D. leadership cohort. We seek educators committed to improving practice and equity across the K-16 continuum; those who guide their work by principles of individual responsibility, an ethic of excellence, and a commitment to the communities they serve. Each cohort in the UCLA Educational Leadership Program (ELP) embarks on a practitioner-oriented three-year experience in a supportive environment with outstanding faculty and expert educational practitioners. Established in 1993, UCLA's small, student-focused Ed.D. Program prepares educators to advance educational organizations and improve educational outcomes for children, youth, and adults.

Come join us and learn how you can make a difference. **ELP Information Session dates for summer and fall are: 9/17, 9/24, 10/8, 10/22, 11/5, 11/19, 12/3, and 12/10.** Space is limited. Please sign up at: <http://gseis.ucla.edu/education/academic-programs/educational-leadership-program/elp-information-sessions/>. If you encounter technical difficulties or need further information, please call 310.206.1673, email edinfo@gseis.ucla.edu, or visit: <https://gseis.ucla.edu/education/academic-programs/educational-leadership-program/>.

Application deadline: February 1, 2017

POSITIONS AVAILABLE

***Note to Applicants:** Please be advised that you are responsible for making sure all the District requirements have been met. Do not contact AALA for information regarding positions; for detailed requirements for positions and employment updates use the contact phone number provided in the announcement or visit the District website at <http://www.lausdjobs.org> (classified) or <http://achieve.lausd.net/Page/1125> (certificated). Employees who change basis during the school year may not earn a full year of service credit and annualized employees who change their basis during the year may sustain an annualized settlement.*

CERTIFICATED, SCHOOL-BASED

PRINCIPAL, SECONDARY

John Adams Middle School and Gifted/Highly Gifted Magnet, Local District Central, MST 45G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Erick Mata**, Director, at 213.241.0118. Application deadline is 5:00 p.m., Friday, September 16, 2016.

PRINCIPAL, ELEMENTARY

Castelar Street Elementary School, Local District Central, MST 42G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Julie Gonzalez**, Director, at 213.241.0126. Application deadline is 5:00 p.m., Friday, September 23, 2016.

CERTIFICATED, SCHOOL-BASED (Cont.)

PRINCIPAL, ELEMENTARY

Herrick Avenue Elementary School, Local District Northeast, MST 42G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Mary Campbell**, Director, at 818.252.5400. Application deadline is 5:00 p.m., Monday, September 19, 2016.

PRINCIPAL, ELEMENTARY

Nevin Avenue Elementary School, Local District Central, MST 42G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Francisco Gonzalez**, Director, at 213.241.0126. Application deadline is 5:00 p.m., Wednesday, September 14, 2016.

PRINCIPAL, ELEMENTARY

Normont Elementary School, Local District South, MST 41G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Alma Kimura**, Director, at 310.354.3400. Application deadline is 4:30 p.m., Wednesday, September 14, 2016.

PRINCIPAL, ELEMENTARY

Topeka Charter for Advanced Studies, Local District Northwest, MST 41G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Cara Schneider**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Friday, September 16, 2016.

ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST

Division of Special Education, positions available in each Local District, MST 37G or 38G depending on site, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Lisa Kendrick**, Director, at 213.241.6701. Application deadline is 5:00 p.m., Tuesday, September 20, 2016.

CERTIFICATED, NON-SCHOOL-BASED

ADMINISTRATIVE COORDINATOR, PREVENTION AND INTERVENTION

Division of Special Education, Local District South, MST 43G, Temporary Adviser, A Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Monique Arbuckle** at monique.arbuckle@lausd.net. Application deadline is 5:00 p.m., Wednesday, September 21, 2016.

COORDINATOR, SECONDARY ENGLISH LEARNER INSTRUCTION

Local District West, MST 41G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Celia Cruz** at celia.cruz@lausd.net. Application deadline is 5:00 p.m., Tuesday, September 20, 2016.

Associated Administrators of Los Angeles

CERTIFICATED, NON-SCHOOL-BASED (Cont.)

SPECIALIST, MODERATE TO SEVERE DISABILITIES

Division of Special Education, MST 38G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Geri Fuchigami**, Coordinator, at 213.241.6701. Application deadline is 5:00 p.m., Friday, September 16, 2016.

CLASSIFIED

ADA COORDINATOR

ADA Compliance Program, \$114,900 - \$142,300, 12-month position. For more information and application procedures, please click [HERE](#) or contact **Evelyn Diaz** at evelyn.j.diaz@lausd.net. Application deadline is Thursday, September 27, 2016.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>COORDINATOR, OPERATIONS SUPPORT SERVICES</i> MST 43G, E Basis	Local District South	Myrna N. Brutti , Administrator of Operations, 310.354.3400	4:00 p.m. Friday September 9, 2016
<i>COORDINATOR, SECONDARY HISTORY/SOCIAL SCIENCES</i> MST 41G, E Basis	Division of Instruction	Hilda Tunstad , hilda.tunstad@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday September 9, 2016
<i>SPECIALIST, CAREER TECHNICAL EDUCATION AND PERKINS PROGRAM</i> MST 38G, E Basis	Division of Adult and Career Education	Alonzo Cienfuegos , Coordinator, 213.241.3150	5:00 p.m. Friday September 9, 2016
<i>SPECIALIST, CENTRAL K-12 COUNSELING</i> MST 38G, B Basis	Division of Instruction	Jesus Angulo , Director, 213.241.7510 or jangulo@lausd.net	5:00 p.m. Friday September 9, 2016
<i>SPECIALIST, CHARTER</i> MST 38G, E Basis	Division of Special Education	Sydney Quon , Director, 213.241.5430 or sydney.quon@lausd.net	5:00 p.m. Friday September 9, 2016
<i>SPECIALIST, EDUCATIONALLY-RELATED INTENSIVE COUNSELING SERVICES</i> MST 38G, E Basis	Psychological Services, Division of Special Education	Araceli May , Coordinator, 213.241.6701	5:00 p.m. Friday September 9, 2016
<i>COORDINATOR, PROFESSIONAL DEVELOPMENT DESIGN</i> MST 43G, A Basis	Division of Instruction	Patricia Carranza , Senior Administrative Assistant, 213.241.4822	<u>EXTENDED</u> 5:00 p.m. Monday September 12, 2016

Associated Administrators of Los Angeles

CERTIFICATED POSITION	LOCATION	CONTACT	DEADLINE
<i>SPECIALIST, SPEECH AND LANGUAGE PROGRAM</i> MST 38G, E Basis	Related Services Department, Division of Special Education	Mary Seimears, Coordinator, 213.241.6200	<u>EXTENDED</u> 12:00 p.m. Wednesday September 14, 2016
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>CHIEF HUMAN RESOURCES OFFICER</i> \$172,884 - \$215,388, 12-month position	Human Resources Division	Deborah Jansen, 213.241.5449, deborah.jansen@lausd.net or click HERE	When Filled
<i>NETWORK OPERATIONS MANAGER</i> \$84,800 - \$105,500, 12-month position	Information Technology Division	Click HERE	When Filled
<i>SENIOR BUILDING PROJECT ESTIMATOR</i> \$81,100 - \$101,100, 12-month position	Facilities Services Division	Click HERE	When Filled