



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** 2019 Adult Education Summer Recess Assignments

**NUMBER:** MEM-064900.0

**ISSUER:** Leanne Hannah, Director  
Certificated Assignments and Support Services

Sergio Franco, Assistant Chief Human Resources Officer  
Human Resources Division

**DATE:** March 4, 2019

**DUE DATE:** March 7, 2019

**ROUTING**  
All Schools and  
Offices

**PURPOSE:** The purpose of this memorandum is to define the selection and assignment processing of teachers during the 2019 Summer Recess offered by the Division of Adult and Career Education (DACE).

**MAJOR CHANGES:** This memorandum replaces Human Resources Division MEM-046780.1 of the same subject issued March 5, 2018. The dates have been updated for the 2018-2019 school year.

**INSTRUCTIONS:** A. Application Filing: Due March 7, 2019, on or before 5:00 p.m.

Teacher applications are due on or before March 7, 2019. See Division of Adult and Career Education 2019 Summer Recess Teacher Application (Attachment A) and Certification Form (Attachment B).

B. Program Descriptions

The development of the program being offered during the 2019 Summer Recess is the responsibility of the school administrator. The Summer Recess will offer English as a Second Language (ESL), Adult Secondary Education (ASE), Adult Basic Education (ABE), Integrated Education and Training (IET) and Career Technical Education (CTE) classes.

The program during the 2019 Summer Recess will be offered from July 8, 2019 to August 2, 2019.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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### C. Eligibility Criteria

1. Only teachers who have taught in the Division during the past school year are eligible to apply for summer recess assignments. New teachers shall not be recruited to teach during the summer recess as long as qualified applicants remain unassigned.
2. Teachers resigning or retiring prior to the end of the 2018-2019 school year are not eligible for a summer program assignment.
3. Teachers on leave [as defined in Article XII, Section 1.0 and Article XX, Section 2.0(b)] from the District for the semester prior to the summer recess or who plan to be on a leave during the summer program are ineligible to apply.
4. Teachers who have received, within the most recent two school years immediately preceding the summer recess assignment, an overall evaluation of less than “meets or exceeds” or a Notice of Unsatisfactory Service or Act shall not be assigned to a school without the consent of the principal or program director [as defined in Article XX Section 2.0 (c)].
5. All teachers must have the appropriate and valid teaching credentials on file with the District’s Adult and Career Credentialing Services office and be registered with the Los Angeles County Office of Education. The credential must be valid during the entire period of the summer recess.
6. Summer Recess assignments are a local site function. Employees shall be selected from the regular faculties of adult schools or occupational centers in the Division of Adult and Career Education.
7. Teachers must be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0 (b) and Article XII, Section 12.8].
8. In order for a teacher application to receive consideration, it must be returned to the issuing school on or before 5:00 p.m. on or before March 7, 2019.  
**Schools must date stamp the application.**



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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9. Teachers considered to teach in the program during the summer recess shall be selected at each school on the basis of priority as follows:

Priority 1: Those teachers whose sole regular LAUSD assignment is with the DACE and who have taught the course at least one semester/trimester in the past three years and **did not** teach the last summer school recess.

Priority 2: Those teachers whose sole regular LAUSD assignment is with the DACE and who have taught the course at least one semester/trimester in the past three years and **did** teach the last summer school recess.

Priority 3: All other LAUSD applicants.

Priority 4: All other eligible applicants.

#### D. Initial Selection and Notification

1. The principal of the school to whom the application was made is responsible for notifying, in writing and via email, all employees selected and not selected by March 12, 2019. (Attachment C and D). Teachers selected must notify the principal, in writing, of acceptance or rejection of the Summer Recess assignment by March 22, 2019.
2. Applications of all teachers selected and not selected at the school as well as all correspondence sent and received by the teacher will be sent to the Adult and Career Education Human Resources Unit, 333 South Beaudry Avenue, 15<sup>th</sup> floor by March 25, 2019.
3. Teachers selected for the summer recess who decline the assignment after April 19, 2019, for reasons other than illness verified by a physician, shall be considered as having taught the summer recess for the purpose of establishing the next year's assignment priority.
4. Assignments will require a Request for Personnel Action (RPA) and the appropriate signed contract of employment.
5. Personnel on the Master Salary Schedule shall not be assigned as teachers, teacher-advisers, or teacher-counselors at school sites. Central Office advisers shall not be assigned to out-of-classroom assignments at school sites.
6. Employees should be selected from the regular faculties of DACE schools.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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7. Teacher applications shall be distributed via email and hard copy on or before February 21, 2019.
8. In order for a teacher's application to receive consideration; teachers must file the application for the summer recess and return it to the issuing school on or before 5:00 p.m. on or before **March 7, 2019**. Schools must date stamp the application.

**RELATED  
RESOURCES:**

Attachment A – Teacher Application for 2019 Summer Recess  
Attachment B – Certification Form  
Attachment C – Principal's Selection Notification Form and Teacher's  
Acceptance/Decline Offer of Assignment  
Attachment D – Principal's Non-Selection Notification Form

**ASSISTANCE:**

For assistance or further information please contact Alonzo Cienfuegos, Coordinator, Human Resources Adult and Career Education at (213) 241-4953 or via email at [Alonzo.Cienfuegos@lausd.net](mailto:Alonzo.Cienfuegos@lausd.net).



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT A

**Division of Adult and Career Education (DACE) 2019 Summer Recess Teacher Application**

**Program dates: July 8, 2019 to August 2, 2019**  
(Application Due Date: March 7, 2019 on or before 5:00 p.m.)

(Please print or type)

Employee's First Name                      M.I.                      Last Name                      Employee Number

Street Address    City    Zip Code

LAUSD E-mail Address    Mobile/Home Telephone Number

Will you be available to serve 100% of the entire scheduled program dates? YES  NO

Will you be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0(b) and Article XII, Section 12.8]? YES  NO

Indicate whether you taught adult summer recess in:

	2018	2017	2016
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the month and year you started teaching the requested subject (without a break in service) in the Division of Adult and Career Education, Los Angeles Unified School District.

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Subject(s) or Field(s) Authorized by Credential                      Credential Expiration Date

\_\_\_\_\_  
Present Subject Assignment and School(s)

\_\_\_\_\_  
Subject Requested for Teaching Assignment                      School Requested

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

Certification Form

For the application to be valid, it must be returned to the issuing school/center on or before 5:00 p.m., March 7, 2019, whether an assignment is offered or not.

The principal is responsible for notifying the applicants, in writing and via email, of their selection or non-selection by March 12, 2019.

Teachers must notify the principal, in writing, of acceptance or rejection of the recommended assignment by March 22, 2019.

Eligibility Criteria

1. Only teachers who have taught in the Division during the past school year are eligible to apply for summer recess assignments. New teachers shall not be recruited to teach the summer recess as long as qualified applicants remain unassigned.
2. Teachers resigning or retiring prior to the 2018-2019 school year are not eligible for a summer program assignment.
3. Teachers on leave [ as defined in Article XII, Section 1.0 and Article XX, Section 2.0(b)] from the district for the semester prior to the summer recess or who plan to be on a leave during the summer program are ineligible to apply.
4. Teachers who have received, within the most recent two school years immediately preceding the summer recess assignment, an overall evaluation of less than “meets or exceeds” or a Notice of Unsatisfactory Service or Act shall not be assigned to a school without the consent of the principal or program director [as defined in Article XX Section 2.0 (c)].
5. All teachers must have the appropriate and valid teaching credentials on file with the district's Adult and Career Credentialing Services office and registered with the Los Angeles County Office of Education. The credential must be valid during the entire period of the summer recess.
6. Summer recess assignments are a local site function. Employees shall be selected from the regular faculties of adult schools or occupational centers in the Division of Adult and Career Education.
7. Teachers must be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0 (b) and Article XII, Section 12.8].

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

8. In order for a teacher application to receive consideration, it must be returned to the issuing school on or before 5:00 p.m. on or before March 7, 2019. Schools must date stamp the application.
9. Teachers considered to teach in the program during the summer recess shall be selected at each school on the basis of priority as follows:
  - Priority 1: Those teachers whose sole regular LAUSD assignment is with the Division of Adult and Career Education and who have taught the course at least one semester/trimester in the past three years and **did not** teach the last summer school recess.
  - Priority 2: Those teachers whose sole regular LAUSD assignment is with the Division of Adult and Career Education and who have taught the course at least one semester/trimester in the past three years and **did** teach the last summer school recess.
  - Priority 3: All other LAUSD applicants.
  - Priority 4: All other eligible applicants.

Certification must be included with your application:

I understand that (1) it is my responsibility to submit and have my application(s) date stamped by the appropriate school office staff no later than 5:00 p.m., March 7, 2019, at the school; (2) I must hold a valid, appropriate credential for the entire assignment requested; (3) if I am selected, I will notify the principal, in writing, of my acceptance or rejection of the recommended assignment by March 22, 2019; (4) if I am selected for an Integrated Education and Training (IET) assignment, I must attend the required Division training which may be scheduled outside the regular instructional calendar, prior to the start of the summer program and (5) this application does not constitute an offer for employment.

Employee's Name	Employee Number	Employee's Signature	Date
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**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT C

(Insert School Letterhead)  
SAMPLE

TO:

DATE:

FROM:

SUBJECT: **Division of Adult and Career Education 2019 Summer Recess Assignment  
July 8, 2019 to August 2, 2019**

You have been selected for a teaching position during the 2019 Summer Recess. The District does not utilize verbal communications to officially inform employees when offering an assignment; you should rely only on this written notification. Your summer assignment is as follows:

<b>Name:</b> _____	<b>EN:</b> _____	<b>Date:</b> _____
Location	Location	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject Area	Subject Area	Subject Area
<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule	Schedule	Schedule
<input type="text"/>	<input type="text"/>	<input type="text"/>

The contract of employment is subject to provisions of the Collective Bargaining Agreement between the Los Angeles Unified School District and United Teachers Los Angeles, all rules and regulations of the Board of Education and all provisions of laws and regulations of the State of California. Failure of the employee to comply with said rules, regulations and laws or with conditions set forth will be cause for dismissal pursuant to the California Education Code.

An employment contract legally binds the District and the employee to perform services in accordance with the terms of the contract. Failure on the part of the employee to fulfill such services constitutes a breach of contract and may give the District cause to report to the Commission on Teacher Credentialing and/or deny any future employment.

Sincerely,

_____ Principal's Name	_____ Principal's Signature	_____ Date
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Please complete the section below and return this form to the school principal where you are assigned. Failure to receive your acceptance will be interpreted as non-acceptance of the assignment. Immediate written notification to the principal of your non-acceptance is also required. Contracts of employment and/or Request for Personnel Action (greenies) will not be provided to you until this form is received. Your acceptance or decline of this assignment is due no later than by **5:00 p.m., Thursday, March 22, 2019**. Please indicate your intentions by checking one of the boxes below.

**Do not accept the 2019 Summer Recess**                       **Do accept the 2019 Summer Recess**

_____ Employee's Signature	_____ Employee Number	_____ Date
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**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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ATTACHMENT D

(Insert School Letterhead)

SAMPLE

Date:

Dear \_\_\_\_\_ Employee No. \_\_\_\_\_

Thank you for applying to work the extra teaching assignment during the District's 2019 Summer Recess. This letter is to inform you're the teacher selections have been finalized. We regret to inform you that we are not able to offer you an assignment during the Summer Recess. There will be no substitute teacher assignments or any type of on-call assignments during the Summer Recess.

Based on the "Adult Schools and Centers Calendar 'C' Basis Certificated Employees Work Schedule", you will be on Summer Recess from July 11, 2019 to August 16, 2019.

No District employee may modify this notice verbally or in writing.

Thank you for submitting your application.

Sincerely,

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Principal's Name

Principal's Signature

Date