

Tentative Agreement Between the La Canada Unified School District and the La Canada Teachers Association

Wednesday, May 25, 2016

The La Canada Unified School District ("LCUSD") and the La Canada Teachers Association ("LCTA") have reached tentative agreement on the following modifications to two (2) existing articles to the collective bargaining agreement between LCUSD and LCTA, a compensation increase and a restructured salary schedule, a work year calendar revision for school counselors, school psychologists and the district nurse and a date change on the 2016-2017 Late Start/Collaboration Early Release Days calendar for 1st through 6th grade early release, along with agreement on a job description for teacher on special assignment.

- Article XI: Bargaining Unit Member Duties/Hours of Employment
- Article XVI: Evaluations
- Compensation: For the 2015-2016 fiscal year certificated employees will receive an increase of 4.25% that shall be permanently added to the 2014-2015 Salary Schedule (Appendix D). As of June 30, 2016 the existing Salary Schedule will sunset. A new restructured Salary Schedule shall replace the updated 2015-2016 Salary Schedule and will take effect on July 1, 2016.
- Calendar: This has been revised for School Counselors, School Psychologists and the District Nurse. They will all now begin their work year in 2016-2017 on July 29, 2016.
- Calendar: 2016-2017 Late Start Collaboration Early Release Days – The date of Friday, April 21, 2017 has been removed and the date of Friday, April 28, 2017 has been added.
- Job Description: A job description for Teacher on Special Assignment has been agreed to.

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The La Canada Teachers Association Counter Proposal #3 to the La Canada Unified School District
Article XI, Bargaining Unit Member Duties/Hours of Employment
May 9 18, 2016

ARTICLE XI

BARGAINING UNIT MEMBER DUTIES/HOURS OF EMPLOYMENT

1. The number of days that a bargaining unit member shall be required to perform duties or attend meetings shall be specified on a District calendar appended hereto (Appendix A, School Calendar). In the case of counselors and psychologists, additional work days may be required as specified in their Contracts.
2. The length of the regular school day including starting and ending time shall be fixed by the Governing Board, upon recommendation of the Superintendent. The work day of bargaining unit members shall be from one-half (1/2) hour before the start of the regular school day to twenty-three (23) minutes after the end of the regular school day. Each bargaining unit member shall be provided a duty-free lunch of one-half (1/2) hour between the hours of 10:50 a.m. and 1:30 p.m. Each bargaining unit member shall be provided professional preparation time within the regular school day as follows: Elementary, 150 minutes per week (the district will provide an education aide during the physical education period to work with the assigned physical education teacher, thereby providing the regular classroom teacher with a 30 minute preparation period per day) with a maximum of 305 minutes of instruction per day. Grades 7-12, one period preparation time for each five periods plus STEP/Homeroom taught by the bargaining unit member (teaching and preparation period, 56 minutes), no teacher will be responsible for more than five teaching periods plus STEP/Homeroom per day unless mutually agreed upon. Grades 7-12 bargaining unit members shall have a maximum of two hundred eighty-six (286) minutes of instruction per day, excluding passing periods. In the case of alternating day schedules, teaching and preparation time may be accumulated over a two (2) day period and no period shall exceed one hundred five (105) minutes, nor shall any bargaining unit member be required to teach more than three hundred fifty (350) minutes on any one day per 1.0 FTE. The bargaining unit member shall not be accountable for more than eight (8) hours per day except as hereinafter described.

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8. All bargaining unit members shall participate in professional collaboration time.

A. The focus of the collaboration time shall be on improving quality instruction to enhance student learning based on individual, site and district goals and initiatives.

B. Elementary grade level representatives (TK-6), PLC Leads (7-12) and administrators shall work together with equal authority to develop the agendas, goals, and activities for collaboration time. ~~Site and or district administrators can place specific items related to site and district goals or initiatives on the agenda.~~

C. Collaboration time shall be accrued through banking of instructional minutes throughout the school year.

1. The school day shall be adjusted to accommodate thirty (30) one-hour sessions at both the 7/8 and 9-12 school sites.

2. The school day shall be adjusted to accommodate eleven (11) three hour and fifteen minute collaboration sessions for first through sixth grades elementary sites.

3. Elementary physical education teachers will collaborate for three hours and be provided with fifteen (15) minutes for instructional preparation during the instructional day. See attached bell schedules and calendars for specific dates and times.

4. On Collaboration Days, Transitional Kindergarten and Kindergarten students shall remain on the regular day schedule. Consistent substitutes will be provided to release Kindergarten teachers for five (5) full Collaboration days.

5. On collaboration days, elementary teachers shall be provided a minimum fifteen (15) minutes of professional preparation time.

D. Banked minutes shall be used to provide a minimum instructional day on the day scheduled for Open House and on the last student day at all elementary sites.

E. Banked minutes shall be used to provide a minimum instructional day for the day following Open House at 7/8 and 9-12.

F. Reports summarizing the content of the collaboration day shall be written and submitted following each collaboration meeting by the elementary grade level representatives (TK-6) and PLC leads (7-12) to the supervising administrator.

G. The specific dates of Collaboration shall be specified with the District calendar appended hereto (Appendix A1, School Calendar Collaboration Dates).

H. No collaboration dates shall be scheduled the last Friday of April.

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8-9. Duties in addition to those specified herein shall be required only when agreed to by the bargaining unit member or by the Association in writing. The only duties which will be compensated for in addition to the regular salary schedule are as follows:

- A. Extra Duty/Extra Pay as described in Article XXII.
- B. Hourly duties compensated in accordance with Hourly Rate Schedule, (Appendix E).
- C. Additional work days as described in Paragraph 1 above.

9-10. Nothing contained herein shall be interpreted so as to prevent a bargaining unit member from attending meetings or performing additional duties in a manner consistent with her/his own sense of professional responsibility.

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D. J. [Signature] 5/18/16

2016-17 Late Start/Collaboration Early Release Days

7-12 Late Start

1st-6th Early Release

TK/K Full Days

August 23

September 2

September 2

August 30

September 30

September 30

September 6

October 28

January 27

September 13

November 18

March 24

September 20

December 22

May 26

September 27

January 27

October 4

February 16

October 11

March 24

October 18

April 21

October 25

May 12

November 1

May 26

November 8

November 15

November 29

December 6

December 13

January 10

January 17

January 24

January 31

February 7

February 14

February 21

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February 28

March 7

March 14

March 21

April 4

April 11

April 18

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D. J. Davis 3/29/16

ARTICLE XVI
EVALUATIONS

I. PHILOSOPHY AND PURPOSE OF EVALUATIONS

The La Canada Unified School District and La Canada Teachers Association agree that an effective and meaningful evaluation system requires an interactive process between the bargaining unit member and the evaluator. In this joint endeavor, the teacher is an active participant, fully engaged and focused on learning and improving practice, while the evaluator is a knowledgeable partner providing comprehensive, consistent and timely feedback, information, support and guidance. The essential mutuality of this approach assigns responsibility and influence to both the bargaining unit member and the evaluator. By instituting such a process, an evaluation system can be relevant to bargaining unit members as they progress through the various stages of their careers and along the diverse pathways they may choose to pursue.

An effective system for evaluating bargaining unit members shall include the following features:

- a. The professional standards
- b. Data from a variety of sources shall be used (multiple measures). To be in compliance with the Stull Act, at least one piece of evidence shall include student achievement data.
- c. Collaboration shall be a critical component
- d. Legal and ethical standards for employment decisions shall be met

Bargaining unit member evaluations shall focus on strengthening the skills and best practices needed to improve students' academic growth by using reliable data sources that depict bargaining unit members' practices and students' learning and the relationship between the two. An online evaluation instrument shall be used to facilitate more opportunities for collegial conversations. Bargaining unit members and evaluators are encouraged to engage in meaningful dialogue.

Existing state policy acknowledges the importance of quality teaching practices and professional development centered on continual growth and improvement (see, e.g., Ed. Code Sections 44470 et seq.). This policy shall be addressed in bargaining unit members' goals in the evaluation process.

- 1) The progress of pupils toward the standards of expected student achievement
- 2) The use of appropriate instructional techniques and strategies
- 3) The adherence to curricular objectives

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- 4) The establishment and maintenance of a suitable learning environment, within the scope of the employee's responsibilities. [Ed. Code Section 44662(b)]

II. THE FOLLOWING SHALL BE EVALUATED DURING CURRENT SCHOOL YEAR

- A. All temporary employees shall be evaluated.
- B. All employees with emergency credentials shall be evaluated.
- C. All probationary employees shall be evaluated.
- D. Permanent employees needing support and assistance as determined by their evaluating administrator may be evaluated annually.
- E. All permanent employees not evaluated the previous year with less than ten (10) years with the district. Permanent employees shall be evaluated during either their first or second year of tenure.
- F. Bargaining unit members with permanent status who have been employed at least ten (10) years with La Cañada Unified School District and whose previous evaluation rated the employee as meeting or exceeding standards, shall be evaluated every four years if the unit member and the evaluator consent to this schedule. Should the evaluator withdraw consent, notice shall be provided to the unit member within the first eighteen (18) work days.

IV. THE FOLLOWING SHALL EVALUATE

- A. The responsibility for evaluation of certificated personnel rests with the administrative head of each education unit.
- B. The responsibility may be delegated to certificated administrators.

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V. NOTIFICATION OF EVALUATION PROCESS

- A. Notification of evaluation shall be sent to bargaining unit members within the first eighteen (18) work days.
- B. If the bargaining unit member is hired after the first calendared work day, notification of evaluation shall be sent within six (6) work days.
- C. Notification shall be sent by the bargaining unit member's evaluator by e-mail or through the online evaluation instrument.

VI. DEVELOPMENT OF GOALS AND EVIDENCE

- A. To support the collaborative evaluation process, bargaining unit members shall complete a self-reflection of their practice to identify three areas for growth based upon the evaluation rubric (Appendix G1).
- B. By the end of the first quarter, as determined by the academic calendar, the bargaining unit member and evaluator shall engage in a collegial conversation that leads to three (3) mutually agreed upon goals. Examples of goals are in the resources section of the online evaluation instrument.
- C. The bargaining unit member and the evaluator shall mutually agree to the three goals that will be the basis of the evaluation. Two goals shall be focused on the annually identified District initiatives. One goal shall be identified by the bargaining member through self-reflection.
- D. The final goals shall be documented in the online evaluation document.
- E. The bargaining unit member shall demonstrate progress towards each goal through multiple measures. The bargaining unit member and evaluator shall agree to two pieces of evidence for each goal. Examples of evidence can be found in the resources section of the online evaluation instrument. To be in compliance with the Stull Act, at least one piece of evidence shall include student achievement data.
- F. Goals and evidence shall be mutually agreed upon by the last working day of the first quarter as identified on the academic calendar.
- G. If the bargaining unit member is hired after the first calendared work day, goals shall be mutually agreed upon by the last working day of the first quarter as identified on the academic calendar or within fifteen (15) working days, whichever is greater.

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H. Evidence for each goal shall be uploaded no later than February 15 for all temporary and probationary bargaining unit members.

I. Evidence for each goal shall be uploaded no later than April 25 for all permanent bargaining unit members.

VII. OBSERVATIONS

A. Observations shall be one type of evidence and shall be used to show growth towards the three identified goals. The goal(s) being observed shall be mutually agreed upon.

B. At least two goals shall be addressed through the observation process.

C. Observations related to the evaluation process shall begin after the goals and evidence have been mutually agreed upon.

D. Three informal observations shall be included in the evaluation process. Informal observations can be prearranged or can be a walk through visit.

E. One formal observation shall be included in the evaluation process. This observation shall be prearranged to maximize the evidence towards the mutually agreed upon goals.

F. Each observation shall be documented on the online evaluation instrument. The documentation shall include the date, duration of the observation, the mutually agreed upon goal(s) being observed, evaluator's feedback (confirming task/activity, validation, observation and reflection) and the bargaining unit member's self-reflection.

G. Any additional evidence that is observed by the evaluator during the observation that does not directly correspond to the three mutually agreed upon goals, may be written in the section of the online evaluation instrument that provides for additional comments.

H. Observations shall be completed and feedback written no later than February 15th for all temporary and probationary bargaining unit members.

I. Observations shall be completed and feedback written no later than April 25th for all permanent bargaining unit members.

VIII. FINAL REPORT ON PROGRESS TOWARDS GOALS AND REFLECTION

A. The bargaining unit member shall reflect on their progress towards each of the three mutually agreed upon goals on the online evaluation instrument.

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- B. The evaluator shall write an evaluation of the bargaining unit members' progress towards each of the three mutually agreed upon goals on the online evaluation instrument.
- C. The evaluator shall write a summary of the bargaining unit members' overall progress towards the three mutually agreed upon goals as demonstrated by the self-reflections, evidence and observations.
- D. The evaluator shall assign a rating (distinguished, proficient, basic, unsatisfactory) based on the bargaining unit member's progress towards the three mutually agreed upon goals as demonstrated by the self-reflections, evidence and observations. The evaluator shall use the evaluation rubric (Appendix G1) to identify the appropriate rating.
- E. The bargaining unit member may comment on the evaluation summary using the online evaluation instrument. The bargaining unit member is encouraged to reference the submitted evidence when writing a summary reflection.
- F. The final bargaining unit member self-reflections and evaluator feedback shall be completed by March 1st for all temporary and probationary bargaining unit members.
- G. The final bargaining unit member self-reflections and evaluator feedback shall be completed by May 15th for all permanent bargaining unit members.
- H. The bargaining unit member may respond to the evaluator's summative comments using the online form within ten (10) working days.
- I. The bargaining unit member and evaluator shall sign the summary page.

IX. SUPPORT FOR BARGAINING UNIT MEMBERS

- A. If an overall "Basic" or "Unsatisfactory" evaluation is given, the District shall take action to assist in correcting any cited deficiencies. An overall mark of "Basic" or "Unsatisfactory" requires the implementation of a Certificated Assistance Plan ("CAP," see Appendix G2) within twenty (20) working days unless a bargaining unit member is non-reelected.
- B. In addition, an "Unsatisfactory" evaluation requires participation in the District's Peer Assistance and Review Program.
- C. The bargaining unit member and evaluator shall mutually agree upon a time line to review the CAP and measure progress.

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D. The ultimate responsibility for improvement lies with the employee. Successful completion of the plan is contingent upon demonstration of the target behavior, not merely completion of the improvement activities.

E. When the statement of goals and objectives is assessed, the evaluator and/or the bargaining unit member may request that additional District personnel participate in the evaluation process.

F. Signed final reports will be distributed to the bargaining unit member, evaluator, supervising administrators and placed in the personnel file.

G. Bargaining unit members in their second year of District service shall be notified prior to March 15 as to whether or not they are to be recommended for permanent status.

X. MISCELLANEOUS

A. The Board shall not take an adverse action against an employee based in whole or in part on such employee's performance unless it has fulfilled the obligations imposed by this Article.

B. The employee shall be provided any negative or derogatory material when it is placed in the personnel file. The employee shall also be given ten (10) working days to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.

C. The District shall evaluate and assess the competency of the non-classroom bargaining unit members as it reasonably relates to the fulfillment of the employee's job responsibilities.

D. All certificated employees shall annually obtain feedback from parents, students and peers for personal professional growth.

E. The evaluation of each bargaining unit member shall not be based upon the following:

1. Publishers' norms established by standardized tests.
2. Achievement of objectives stated in Individual Educational Programs (IEPs) of special education students.

F. An employee's political and organizational activities outside of school shall not be used in the evaluation of an employee.

G. Nothing contained herein shall limit the right of the District to discipline bargaining unit members for just cause as provided in law apart from competency as provided for in this Article. Such discipline shall be progressive.

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H. Nothing contained herein shall limit a bargaining unit member's right to due process of law or the right of a bargaining unit member to avail himself of procedures provided in law regarding matters of evaluation.

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5/25/16

**Tentative Agreement
May 25, 2016**

Dr. Jeff Davis
5/25/16

For the 2015-2016 fiscal year, an increase of 4.25% shall be permanently added to the 2014-2015 Salary Schedule (Appendix D). As of June 30, 2016 the existing salary schedule will sunset.

For the 2016-2017 fiscal year, the following Salary Schedule shall replace the updated 2015-2016 Salary Schedule. This new schedule shall be permanent and ongoing subject to the scope of bargaining. This salary schedule will take effect July 1, 2016 for the 2016-17 school year. This brings the 0.54% increase budgeted for the additional day in 2017-2018 forward to start in 2016-2017. The additional day will not be added to the calendar until the 2017-2018 school year, however the increase will already be on schedule so there will be no additional increase for the extra instructional day when it goes into effect in 2017-2018.

Note: Class II-California credential is a preliminary or clear credential.

Chart of Salary Comparisons:

	La Canada 2014-15	Tentative Agreement	San Marino 2015-16	South Pasadena 2014-15	Palos Verdes 2015-16	Man. Beach 2016-17
Career	\$2,366,511	\$2,547,515	\$2,524,481	\$2,549,478	\$2,486,171	\$2,616,947
Highest Earnings	\$90,720 at 25 years	\$98,725 at 24 years	\$100,423 at 20 years	\$99,949 at 42 years	\$98,471 at 30 years	\$100,572 at 30 years
Retirement	\$1,496,886	\$1,628,961	\$1,656,978	\$1,609,557	\$1,624,773	\$1,659,438
Lifetime Earnings	\$3,863,397	\$4,176,476	\$4,181,459	\$4,159,035	\$4,110,944	\$4,276,385
Lifetime Earnings Rank		3	2	4	5	1

TA Mandy Redfern 5/31
 Dr. Jeff Davis 5/31/16

Tentative Agreement Salary Schedule 2016-2017

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
	Bachelor's	Bachelor's + full credential*	Bachelor's + 45	Master's + 0 Bachelor's + 60**	Master's + 15 Bachelor's + 75**	PSYCH Master's + 0 198 days	PSYCH Master's + 15 198 days
1	48700	51379	53947	57184	60043		
2	49552	52278	54892	58185	61094		
3	50419	53192	55852	59203	62163		
4	52184	55054	57807	61275	64339		
5	54011	56981	59830	63420	66591		
6	55901	58975	61924	65640	68922	74672	78405
7	57857	61040	64092	67937	71334	77285	81149
8	59882	63176	66335	70315	73831	79990	83990
9	61978	65387	68656	72776	76415	82790	86929
10	64148	67676	71059	75323	79089	85687	89972
11	66393	70044	73547	77959	81857	88687	93121
12		72496	76121	80688	84722	91791	96380
13		75033	78785	83512	87688	95003	99753
14				86435	90757	98328	103245
15					93933		106858
16					94872		107927
18					95821		109006
20					96779		110096
22					97747		111197
24					98725		112309

*Must have full credential (preliminary, clear, level 1 or level 2) to advance into Class II

**Must have Master's to advance into Class IV (employees hired prior to 6/20/2000 are grandfathered)

Mandy Redfern

5/25/16

Dr. J. J. J. J.
5/25/16

Step and Column Increases by Percentage

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1	48700	5.50%	5.00%	6.00%	5.00%		
2	1.75%	1.75%	1.75%	1.75%	1.75%		
3	1.75%	1.75%	1.75%	1.75%	1.75%		
4	3.50%	3.50%	3.50%	3.50%	3.50%		
5	3.50%	3.50%	3.50%	3.50%	3.50%		
6	3.50%	3.50%	3.50%	3.50%	3.50%	74,672	78,405
7	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
8	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
9	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
10	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
11	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
12		3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
13		3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
14				3.50%	3.50%	3.50%	3.50%
15					3.50%		3.50%
16					1.00%		1.00%
18					1.00%		1.00%
20					1.00%		1.00%
22					1.00%		1.00%
24					1.00%		1.00%

Mandy Redfern
5/25/16

Dr. Debbie Jan
5/25/16

Proposed Salary Schedule

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
	BA	BA+30*	BA+45	MA**	MA+15	MS+0	MS+15
1	48700	51379	53947	57184	60043		
2	49552	52278	54892	58185	61094		
3	50419	53192	55852	59203	62163		
4	52184	55054	57807	61275	64339		
5	54011	56981	59830	63420	66591		
6	55901	58975	61924	65640	68922	74672	78405
7	57857	61040	64092	67937	71334	77285	81149
8	59882	63176	66335	70315	73831	79990	83990
9	61978	65387	68656	72776	76415	82790	86929
10	64148	67676	71059	75323	79089	85687	89972
11	66393	70044	73547	77959	81857	88687	93121
12		72496	76121	80688	84722	91791	96380
13		75033	78785	83512	87688	95003	99753
14				86435	90757	98328	103245
15					93933		106858
16					94872		107927
18					95821		109006
20					96779		110096
22					97747		111197
24					98725		112309

*Must have CA Credential to advance into Class II

**Must have MA to advance into Class IV (employees hired prior to 9/01 are grandfathered)

**La Cañada Unified School District
School Calendar
2016-17**

REVISED

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2016-17
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Mandy 3/13/16

	1st week							2nd week							3rd week							4th week							Student Instructional Days	Records & Reporting At Semester Beginning & End	Professional Training Prior to Opening Day	Legal Holiday	Local Holiday
	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F							
1st school month	Aug. 15	16	17	18	19	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12								
Aug. 16 - Sept. 9	15	16	17	18	19	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	18	1	1	1				
2nd school month	Sept. 12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	20							
Sept. 12 - Oct. 7	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	20							
3rd school month	Oct. 10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29	30	31	1	2	3	4	5	6	20								
Oct. 10 - Nov. 4	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29	30	31	1	2	3	4	5	6	20								
4th school month	Nov. 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	19				2	4		
Nov. 7 - Dec. 9	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	19				2	4		
5th school month	Dec. 12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	14	1			2	8		
Dec. 12 - Jan. 13	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	14	1			2	8		
6th school month	Jan. 16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	4	5	6	7	8	9	10	11	12	19				1				
Jan. 16 - Feb. 10	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	4	5	6	7	8	9	10	11	12	19				1				
7th school month	Feb. 13	14	15	16	17	20	21	22	23	24	27	28	1	2	3	4	5	6	7	8	9	10	11	12	18				2				
Feb. 13 - Mar. 10	13	14	15	16	17	20	21	22	23	24	27	28	1	2	3	4	5	6	7	8	9	10	11	12	18				2				
8th school month	Mar. 13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	2	3	4	5	6	7	8	9	15					5			
Mar. 13 - Apr. 7	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	2	3	4	5	6	7	8	9	15					5			
9th school month	Apr. 10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29	30	31	1	2	3	4	5	6	20								
Apr. 10 - May 5	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	29	30	31	1	2	3	4	5	6	20								
10th school month	May 8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	3	4	5	6	18	1							
May 8 - June 1	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	3	4	5	6	18	1							
Total Days																													181	3	1	9	17

1st quarter: Aug. 16 - Oct. 14 (43 days)
 2nd quarter: Oct. 17 - Dec. 22 (43 days)
 3rd quarter: Jan. 9 - Mar. 17 (47 days)
 4th quarter: Mar. 20 - June 1 (48 days)
 First day of school for students: August 16
 Last day of school for students: June 1

Legal Holiday: Sept. 5, Nov. 11, Nov. 24, Dec. 26, Jan. 2, Jan. 16, Feb. 17, Feb. 20, May 29
 Buy Back Days: Aug. 15
 Teacher Work Days (non-student days): Aug. 12, Dec. 23, June 2
 School Breaks: Nov. 21-23, Nov. 25, Dec. 27-30, Jan. 3-6, Mar. 27-31
 New Teacher Orientation Day: Aug. 10

Additional Days: Counselors and Nurse - July 29, Aug. 5, 8, 9, 10 & 11, 2016 and June 5, 6, 7 & 8, 2017
 Psychologists - July 29, Aug. 3, 4, 5, 8, 9, 10 & 11, 2016 and June 5, 6, 7, 8 & 9, 2017

La Canada Unified School District
Locator No. 1.29

Position Description
May 2016

TEACHER ON SPECIAL ASSIGNMENT

DEFINITION:

Under the supervision of the Assistant Superintendent of Curriculum and Instruction or Director of Technology, the Teacher on Special Assignment (TOSA) is responsible for supporting teachers and staff with the implementation of new curriculum materials, the implementation of technology resources, increase professional efficacy and to support the development of effective instructional practices.

Duties include (but are not limited to):

- Assist with the design and delivery of lessons related to curricular goals
- Gather and provide resources for teachers to support instruction
- Support teacher acquisition of new skills
- Support teachers in developing common assessments
- Lead staff development and trainings in the use of technology to support effective instructional delivery and professional development goals
- Assist school site Testing Coordinators with oversight of annual state standardized testing (CAASPP), especially, with regard to student technology needs
- Support instructional goals as outlined in the LCAP
- Maintain current knowledge of innovation instructional strategies

Knowledge of:

- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction
- Analyzing data to plan for instruction
- District policies, procedures, rules and regulations
- District curriculum and pacing guides
- District software tools, assessment and productivity systems or equivalent
- Instructional strategies for students and adult learners
- Curriculum development
- Intermediate to advanced instructional technology skills
- Effective lesson design
- Common Core State Standards and NGSS across grade levels K-12
- ISTE Standards

Ability to:

- Adapt plans to meet the needs of a variety of learning styles
- Work with a variety of behavior and academic levels

- Model effective use of instructional strategies and/or technology tools
- Design and deliver high quality professional learning experiences for teachers
- Communicate clearly and effectively, both orally and in writing
- Work effectively and efficiently with all levels of District personnel, students, parents, and public
- Meet schedules and deadlines
- Maintain confidentiality and professionalism while working with staff and students
- Be self-directed and flexible
- Work effectively without close supervision
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others
- Exercise effective classroom management

Degrees/credentials/experience

- Bachelors Degree (advanced degree preferred)
- California Teaching Credential or equivalent out of state certification
- Five (5) years or more of successful teaching experience

Other:

- When the Teacher on Special Assignment returns to the classroom, she/he will have return rights based on the current master seniority list of all bargaining unit members to a vacant positions in the district.
- Term: Assessed annually

Dr. J. H. Davis
 LCUSD Representative

Mandy Redfern
 LCTA Representative

5-25-2016
 Date

May 25, 2016
 Date