



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Selection Criteria, Roles and Incentive Differentials for Grades 6-8 and High School Science Lead Teachers and Science Coordinators

**NUMBER:** MEM-3860.0

**ISSUER:** Michelle King, Deputy Chief Instructional Officer, Secondary, Instructional Support Services

**DATE:** August 1, 2007

**PURPOSE:** I. BACKGROUND

**ROUTING**  
 Local District Superintendents  
 Local District Administrators of Instruction  
 Local District Directors of School Support Services  
 Principals  
 Local District Science Experts/Specialists/Advisers  
 UTLA Chapter Chairs  
 Science Teachers  
 Time Reporters

This Memorandum provides schools, local district offices and school principals with information regarding the selection of school Science Lead Teachers (SLT) and Science Coordinators (SC) for implementation of the LAUSD Secondary Science Plan. The Science Plan includes science instructional guides, diagnostic periodic assessments and professional development (PD) in grades 6-8, and in the courses, integrated coordinated science (ICS 1), biology, and chemistry.

Revisions to the middle school, ICS I, biology, and chemistry guides will also be distributed and will reflect the new science textbook adoption. The Science Lead Teacher at each grade level/discipline and the Science Coordinator at each school will provide ongoing support and professional development to teachers in using the guides, periodic assessment data, and common protocols, as instructional tools to improve instruction.

Each Local District will receive a science allocation that will be used to implement the Secondary Science plan. All funds must be expended by June 20, 2008. Four full substitute days are allocated for professional development for each new and continuing Science Coordinator/Science Lead Teacher. Science Lead Teacher (SLT) and Science Coordinator (SC) differentials are part of the Secondary Science Plan. Differentials are set at \$601 per semester and will be available for all 6-8 and ICS I, biology and chemistry SLTs. Middle and high schools may select one Science Coordinator (SC). The Science Plan allocation also includes funding for an additional Science Lead Teacher (SLT) for multi-track schools.

II. CRITERIA FOR SCHOOL SCIENCE LEAD TEACHER AND SCIENCE COORDINATOR SELECTION

Local Districts and Principals at schools should use the following guidelines for selecting the school Science Lead Teacher and Science Coordinator.



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- A. Required:
  - 1. Be a practitioner in science, in grades 6-8, or ICS I, Biology, or Chemistry.
  - 2. Demonstrate science content knowledge and standards-based instruction.
  - 3. Show interest in teaching science.
  - 4. Demonstrate good communication skills and work well with peers.
  - 5. Spend additional time working beyond the regular assignment hours to earn a differential.
  - 6. Deliver professional development.
  - 7. The department chair should be the Science Coordinator. If the department chair declines the position, the Principal may appoint the Science Coordinator.
- B. Desirable:
  - 1. Past involvement in District or university science programs or grants.
  - 2. Instructional Guide Design Team or former Science Cadre member.
- C. Recommendation for Multi-Track Schools
  - 1. Select Science Leads to insure complete calendar coverage at year-round schools.

### III. ROLES AND RESPONSIBILITIES OF THE SCHOOL SCIENCE LEAD TEACHER AND SCIENCE COORDINATOR

- A All school Science Lead Teachers and Coordinators will provide instructional leadership by:
  - 1. Using District provided Professional Development materials for instructional guide (IG) and periodic assessments (PA) implementation.
  - 2. Serving as liaisons between schools, LD, and Central Office science staff for implementing the District Science Plan.
  - 3. Supporting implementation of IG and PA at the classroom level.
  - 4. Supporting implementation of District Immersion Units (extended investigations) and instructional units/Model Lessons in Science.
  - 5. Facilitating collaborative planning meetings and post-assessment discussion of results and implications for practice (reflection and use of Answer Choice Rationale Documents).
  - 6. Assisting teachers in the logistics of preparing student answer documents, following each periodic assessment, for pick-up



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- and scanning at off-site scoring center(s).
7. Science Lead Teachers and Coordinators will be responsible for documenting via a SLT/SC Semester Activity Log, the “type or nature of instructional support” provided to other science teachers at the school (ATTACHMENT A-Blank; ATTACHMENT B-Sample). Science Lead Teachers and the Coordinator will acquire the Principal’s signature to verify completion of duties. Original logs will be retained at the school site and copies sent to the school’s local district science staff.
- B. All Secondary Science Coordinators will provide additional instructional leadership as follows:
1. Coordinating the duties and responsibilities of the Science Lead Teachers, the Science Coordinator will work with SLTs, science faculty, administrators, and Local District science staff to implement the components of the District Science Plan. Specifically, the Science Coordinator will take session of the periodic assessment materials when they are delivered to the school, secure and organize the materials, and coordinate with other SLTs on-Track to distribute all appropriate assessment materials to each member of the science faculty at the school site. The Science Coordinator will be responsible for contacting Local District Science personnel to report any discrepancies or errors in the delivery of assessment materials to the school.
  2. Coordinating with Science Lead Teacher(s) to ensure that the periodic assessment materials will be distributed accordingly, and discrepancies or errors in delivery of materials are reported by Science Lead Teacher(s) during the absence of the Science Coordinator or if the Science Coordinator is off-track.
  3. Coordinating the completion of “SLT/SC Semester Activity Logs” by all Science Lead Teachers and ensuring that the “Semester Activity Logs” are sent via school mail to Local District Science personnel at the end of each semester.

#### IV. TIME REPORTING INSTRUCTIONS

Science Coordinators will be paid a differential of \$637 per semester (\$1274 annually); the Science Lead Teachers will also receive the new UTLA approved differential rate of \$637 per semester (\$1274 annually). Reflected



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amounts include the 6% increase as of July, 2006. Employees entitled to the full amount of the differential should be reported as 100% for each semester (see page 6, #12 of the BTS Job Aid, "Entering Lump Sum Differentials". If employees share responsibilities, then the 100% will need to be pro-rated accordingly.

Wage Type: 1510  
Class Title: Differential Science Lead Teacher (Ld Tchr)  
Location Code: various  
Bargaining Unit: NU

Differentials are to be reported using the BTS Job Aide, "Entering Lump Sum Differentials". Multiple differentials for Science Teachers who are Chemical Safety Coordinators, and/or performing dual roles of Science Coordinator and Science Lead Teacher will be allowed to matrix with prior approval of the principal and local district offices.

**ASSISTANCE:** For assistance or further information, please contact the appropriate Local District financial staff, Local District science staff or the Science Branch at (213) 241-6880.



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ATTACHMENT A

**SCIENCE LEAD TEACHER AND SCIENCE COORDINATOR  
SEMESTER ACTIVITY LOG  
2007-2008**

TEACHER NAME: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ LOCATION CODE: \_\_\_\_\_ PAY PERIOD: \_\_\_\_\_

DATE	NATURE OF SUPPORT PROVIDED FOR TEACHERS/ PROFESSIONAL DEVELOPMENT ATTENDED  (Briefly describe what you did to support teachers in implementing the District's Science Plan; include the number of teachers you supported. Describe the activities or professional development where you participated as a learner or as a leader/facilitator.)	Check all Science Plan Components that apply					TIME SPENT (hr/min)
		Science Instructional Guide	Per. Assessment	Immersion Units	Instructional Unit/Model Lessons	Common Protocols	

PRINCIPAL SIGNATURE: \_\_\_\_\_

File original logs at school; send copies of all logs to Local District Science Staff at the end of each semester



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ATTACHMENT B

**SCIENCE LEAD TEACHER AND SCIENCE COORDINATOR  
SEMESTER ACTIVITY LOG  
2007-2008**

TEACHER NAME: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ LOCATION CODE: \_\_\_\_\_ PAY PERIOD: \_\_\_\_\_

DATE	NATURE OF SUPPORT PROVIDED FOR TEACHERS/ PROFESSIONAL DEVELOPMENT ATTENDED  (Briefly describe what you did to support teachers in implementing the District's Science Plan; include the number of teachers you supported. Describe the activities or professional development where you participated as a learner or as a leader/facilitator.)	Check all Science Plan Components that apply					TIME SPENT (hr/min)
		Science Instructional Guide	Per. Assessment	Immersion Units	Instructional Unit/ Model Lessons	Common Protocols	
8-21-07	<b>Examples:</b> Organized periodic assessment materials for distribution to science teachers for August 28 – September. 11 administration; distributed to 15 science teachers		x				1hr/ 10 min.
9-18-07	Planned and facilitated Periodic Assessment Data Analysis P.D. with science teachers following administration of Periodic Assessment 1; 12 teachers participated in Periodic Assessment Data Analysis Protocol					x	1hr/ 25 min.
10-2-07	Assisted teachers in implementing Density & Buoyancy Immersion Unit following training received during Summer I.U. Institute at CSUN; supported 2 teachers			x			40 min
10-25-07 to 10-28-07	Attended CSTA convention; participated as a learner in various workshops						24 hr
12-7-06	Supported new teacher in using Science Instructional Guide; teacher required explanation on purpose of Content Standard Groupings and Analyzed Standards	x					50 min.
1-22-08	Planned and facilitated professional development using Common Protocol for Looking at Student Work; 9 teachers participated in the protocol; teachers examined student work for rigor and standards-alignment					x	90 min

PRINCIPAL SIGNATURE: \_\_\_\_\_

File original logs at school; send copies of all logs to Local District Science Staff at the end of each semester