



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Selection Criteria, Roles and Incentive Differentials for Grades 4-8 and High School Science Lead Teachers and School Coordinatorships

**NUMBER:** MEM-3171.0

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

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Instructional Support Services

**DATE:** September 11, 2006

**ROUTING**  
Local District Superintendents  
Local District Directors  
Administrators  
Principals  
Science Experts/Specialists  
Chapter Chairs  
Teachers  
Time Reporters

**PURPOSE:** I. BACKGROUND

This Memorandum provides schools, local district offices and school principals with information regarding the selection of school Science Lead Teachers (SLT) and Coordinators for implementation of the LAUSD Science Plan. The Science Plan includes science instructional guides, diagnostic periodic assessments and professional development (PD) in grades 4-8, and in the courses, integrated coordinated science (ICS 1), biology, and chemistry.

Commencing with the 2006-2007 school year, instructional guides supporting standards-based instruction in science will be distributed to each local district for all teachers in physics and earth science. Revisions to the middle school, ICS I, biology, and chemistry guides will also be distributed. Science Lead Teachers at each grade level and Secondary Science Coordinators at each school will provide ongoing support for professional development on using the guides and diagnostic periodic assessment data as instructional tools to improve instruction.

For elementary programs, science allocations to support implementation will be made through central offices. For secondary schools each local district will receive a science allocation that will be used to implement the science plan. All funds must be expended by June 30, 2007. Three full substitute days are part of the Science Plan. These are allocated for new and continuing Science Coordinator/Science Lead Teacher professional development. An additional sub day is allocated for all teachers, grades 4-8, ICS I, biology, and chemistry to receive professional development. SLT differentials and coordinatorships are part of the Science Plan. Differentials are set at \$800 per year and will be available for all 6-8 and ISC I, biology and chemistry leads.



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The middle and high school coordinators are set at \$1178 per year. Middle and high schools may offer one coordinatorship. Science Plan allocations include funds for an additional Science Lead Teacher 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 Coordinator.

### A. Required:

1. Be a practitioner in science in grades 4-8, or ICS I, biology and 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. Apprentice students and teachers in science content literacy.
6. Spend time working outside of school hours to earn a differential or coordinatorship.
7. Deliver professional development.
8. The department chair should be the Science Coordinator unless that department chair declines the Coordinator position. In the event the department chair does not wish to be the Coordinator, the Principal may appoint a Coordinator.

### B. Desirable:

1. Past involvement in District or university science programs or grants.
2. Instructional Guide Design Team or Science Cadre member.

### C. Recommendation for Multi-Track Schools

1. Select Leads to insure complete calendar coverage at year-round schools.

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

### A. All school Science Lead Teachers and Coordinators will provide instructional leadership by:

1. Using District provided PD materials for instructional guide





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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 "Semester Log Sheets" by all Science Lead Teachers and ensuring that the "Semester Log Sheets" are sent via school mail to Local District Science personnel at the end of each semester.

#### IV. TIME REPORTING INSTRUCTIONS

Science Lead Teachers will be paid a differential of \$400 per semester (\$800 annually); the coordinators in the middle schools and high schools will receive the regular coordinator rate of \$589 per semester (\$1178 annually).

Class Title: Differential, Lead Teacher, Science

Class Code: 0976

Salary: FRTXX (\$400 per semester)

Location Code; Various

Bargaining Unit: NU

Differentials and coordinators are to be reported using the Lump-Sum Time Reporting Program (Selection 03 on the Certificated Pay Period Reporting menu). **DO NOT ADD THESE LUMP-SUM DIFFERENTIALS TO THE LOCATION ROSTER. MULTIPLE DIFFERENTIALS FOR SCIENCE TEACHERS WHO ARE CONTENT LEADS, 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.** For detailed time-reporting instructions, please refer to Reference Guide No. REF-625 (Rev), "Time Reporting Instructions for Lump-Sum Payment of Differentials," Accounting and Disbursements Division, November 26, 2003.



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**ASSISTANCE:** For assistance or further information please contact the appropriate local district secondary literacy coordinators, local district science staff or the Science Branch at 213 241-6880.