CREDENTIALED PHYSICS & HUMAN BODY SYSTEMS INSTRUCTOR

SCHOOL MISSION/VISION:

The mission of the STEM Academy is to instill a love of scientific inquiry and application and to empower students to pursue higher education by learning in an interdisciplinary and contextualized learning environment.

The STEM Academy is a Pilot School located in the Hollywood Promise Neighborhood. It is one of Los Angeles Unified School District’s autonomous Belmont Zone of Choice Pilot Schools in Local District West. STEM Academy is also a Gold Certified Linked Learning School where each grade level engages in a public demonstration of learning with a multidisciplinary career themed projects. Current student enrollment is approximately 570, serving grades 9-12. We are located on the Helen Bernstein Campus. 1309 North Wilton Place, Hollywood, CA 90028.

We seek dynamic and innovative individuals for the 2019-20 school year.

DUTIES AND RESPONSIBILITIES:

- Teach Physics
- Teach Human Body Systems (PLTW) (CTE Credential required)
- Teach Advisory
- Fulfil other duties as described in the Elect to Work Agreement (see attached EWA)

TO APPLY:

Qualified applicants should submit the following:
  1. Letter of intent
  2. Resume
  3. Two formal Letters of Recommendation
  4. Three References: name and contact information of references you have known the past 5 years.

Please submit all application materials to:

The STEM Academy
Esther Dabagyan: Principal
esther.dabagyan@lausd.net
Fax: 323-817-6465
Phone: 323-817-6461
Los Angeles Unified School District

Stem Academy

2021-2022 Election to Work Agreement

Mission Statement
The mission of the STEM Academy is to instill a love of scientific inquiry and application and to empower students to pursue higher education by learning in an interdisciplinary and contextualized learning environment.

1. Introduction
I, ________________________, am voluntarily electing to work at the STEM Academy, an LAUSD Pilot School. I am signing this Election to Work Agreement to indicate I understand and agree to the following terms and conditions of my employment.

STEM Academy of Hollywood, a Linked Learning certified Pilot School, is part of the Los Angeles Unified School District (LAUSD) District and is part of the Pilot Schools network described in the 2007 Belmont Pilot Schools Agreement* between LAUSD and the United Teachers of Los Angeles (UTLA). Employees of Pilot Schools receive wages and benefits as they would at any other LAUSD school, as specified in Article VIII: Compensation & Benefits, of the UTLA Contract for teachers. Additional terms and conditions of employment are determined by the STEM Academy Governing Board** and ratified by the faculty. While not attempting to be exhaustive, this Election to Work Agreement*** states the more important terms and conditions that incorporate the minimum expectations of every STEM faculty member and out of classroom personnel.

*The 2007 Belmont Pilot Schools Agreement outlines the conditions under which LAUSD and UTLA established pilot schools within the district.
**The STEM Academy Governing Board is the equivalent of a school site council with additional responsibilities.
***The Election to Work Agreement is the contract that all pilot school teachers are required to sign when a pilot school hires them.

2. Salary, Benefits, Seniority, and Membership in a Bargaining Unit
STEM Academy of Hollywood faculty members and out of classroom personnel will continue to accrue seniority as they would if they were working elsewhere in LAUSD. If they are hired as a teacher, they will receive the salary and benefits established in the UTLA Contract, Article XIV; they will also be a member of the appropriate UTLA bargaining unit. (Note: Seniority accrues when a teacher is made permanent by the existing LAUSD HR policies and California Education Code). Employment at STEM Academy is not determined by seniority.

3. Terms of Employment – Faculty Members and Out of Classroom Personnel
   • Will attend faculty meetings up to twice a month when given 48 hours advance notice
   • Will be present for the school year which begins TBA and ends TBA
   • Will attend all Summer Institutes which may include up to 3 days of Professional Development prior to the beginning of the academic school year and up to the 3 days immediately after the school year ends
   • Will attend all Professional Development during the school year which will range from 60-90 minutes per session; out of classroom personnel will be on time for and participate in all professional development that ILT, Principal and/or Student Support identify as relevant
   • Will arrive daily 25 minutes before the instructional day begins
• Will contribute supplemental hours and tasks during the academic year and/or the summer to complete the mission of STEM Academy of Hollywood as outlined in Section 4 A – H (below); professional courtesy will be awarded when employees are asked to complete additional tasks to those outside the mandatory duties in Section 4

4. Responsibilities*

*If instruction and other school responsibilities/services cannot be conducted either at the school or in person due to emergency conditions, the EWA will be followed to the greatest extent possible in light of the emergency circumstances and District policy with flexibility and understanding of student and teacher/counselor needs.

A. Faculty Members and Out of Classroom Personnel

• Will conduct him/herself in a respectful and professional manner in all (electronic and/or other) communication
• Will actively collaborate with colleagues in Advisory teams, department, grade level, pathway and/or pilot committee meetings
• Will provide ongoing and meaningful feedback to students
• Will participate in at least one standing committee that meets a minimum of once a month or additionally as determined by the committee and fulfill necessary duties specific to the committee
• Will attend the Linked Learning and/or California Partnership Academy (CPA) conference. Attendance is dependent upon funding, position, and need. Faculty and Out of Classroom Personnel may also be asked to attend additional trainings provided by Project Lead the Way (PLTW) and/or Linked Learning as needed by the curriculum and/or master schedule. All fees will be paid by either the STEM Academy or an outside organization. Rate of pay or non-payment determined by funding sources (district funds, grants, etc.)
• Will be on time for and participate in all professional development sessions; out of classroom personnel will be on time for and participate in all professional development that I LT, Principal and/or Student Support committee identify as relevant.
• Will participate in all WASC (National Accreditation), Linked Learning certification, and Pilot School Review meetings as determined by I LT, Principal and/or the Governing Board.
• Will participate fully in at least one Instructional Rounds as a way to improve the instructional program of STEM Academy
• Will attend I EP, SSPT, and intervention meetings as needed
• Will be available to students and parents for three hours per week between the hours of 7:00 AM and 6:00 PM over a minimum of two days per week
• Will post office hours, Academic Intervention / Tutoring hours and daily schedule outside of their door/office for students and parents
• Will attend the following Mandatory Events (Note, Principal needs advance notice to clear/sign-off on non-attendance):

  Mandatory events are: Back to School Night, Parent Conferences (2), your own Pathway Project student presentation(s), Sophomore Portfolio Mini-Defense, Senior Portfolio Defense, Student Orientation, and at least one other student presentation (Pathway presentation, catapult competition, Science Fair, etc.). Note: If Mandatory Event dates change – every effort should be made to change the event date two weeks in advance
• Will attend at least one Governing Board meeting per year
B. **Faculty Members and Full Time ROP Instructors**
- Will attend all professional development sessions
- Will teach at least six class sections unless released for other out of classroom duties when funding is available and resulting class sizes do not exceed 34 students: such as EL Coordinator, Title I Coordinator, UTLA Chapter Chair, Grants Coordinator, Lead Teacher
- Will teach a maximum of four different preps and an Advisory class; full-time ROP instructors may be released from this requirement
- Will meet in pathway teams at least twice per month during scheduled PD time or more as needed outside of PD time
- Will design and implement two individual project-based learning (PBL) units during the academic year – one in the Fall semester and one in the Spring semester
- Will design/assist and implement 2 multi-disciplinary pathway projects during the freshman and sophomore academic year – one in the Fall semester and one in the Spring semester
- Will design/assist and implement 1 multi-disciplinary pathway project during the Fall semester of junior year and 1 multi-disciplinary pathway project during the Spring semester of senior year.

- **PBL/Pathway Project SpEd Clause:** Because meeting IEP goals are a priority for SpEd teachers, they are not held to the design/implementation expectation – in the case where they can and are able to design/implment PBL units, they will do so; otherwise, they are assigned to pathway teams as a resource in the design/implementation of PBL and Pathway projects to ensure equity and access for all students and their success in the PBL and Pathway projects at STEM Academy
- Will update each class’ grades and assignments on a weekly basis (one assignment per week) online on Schoology for student/parent access and transparency
- Will implement the grading scale and system that is voted upon by the staff

C. **Out of Classroom Personnel – Academic Counselor(s)**
- Will supervise lunch; monitor hallways, front gate and/or other assigned area
- Will program all students into academically appropriate classes that will prepare them to meet all graduation and A-G requirements
- Will provide guidance to students in regards to graduation, college entrance requirements, scholarships and career opportunities
- Will consult with parents and school personnel as a means of helping students with educational and personal problems that may be interfering with learning and success in school
- Will organize and lead various teams such as Student Success Teams (SST) and Crisis Teams to identify necessary support services
- Will recommend available resources within the school, school system and community in order to meet the needs of individual students; assists in making referrals and contacts
- Will maintain accurate records such as mini-cumulative files, grad checks and Individualized Graduation Plans; assist in the preparation of information for entry in student cumulative records; analyze data relevant to student needs such as pathway and school-wide retention rates
- Will assist in the development of the master schedule
- Will articulate with feeder schools and assists with the development of transition programs to support student successful student matriculation between grades and school levels
- Will maintain targeted intervention list each semester with a minimum of 25 target students
D. Out of Classroom Personnel – College Counselor(s)
   - Will supervise lunch; monitor hallways, front gate and/or other assigned area
   - Will support both medical and engineering pathways in seeking out career track opportunities through internships and shadowing opportunities
   - Will support students focused on STEM pathways in discovering opportunities beyond those with which they are familiar
   - Will attend counselor conferences at local colleges and universities to further understand admissions requirements for STEM majors to assist STEM Academy students
   - Will provide academic guidance to students to be on track to achieve post-secondary goals
   - Will assist students in application processes for college admissions, financial aid, and scholarships
   - Will advise students on best college fit
   - Will provide career advising to help students discover potential career pathways
   - Will support parents in understanding the college pathway, financial aid, and college campus life and safety
   - Will guide students in taking the appropriate and required tests so as to qualify for college admission
   - Will review academic record with students to encourage improved college opportunities
   - Will create exposure of colleges to students via presentations by college representatives
   - Will facilitate the college preparation curriculum and the peer leader program
   - Will maintain targeted intervention list each semester with a minimum of 25 target students
   - Will create a post-secondary plan for ALL seniors
   - Will supervise EduCare/Americorps staff as necessary

E. Out of Classroom Personnel – PSA Counselor(s)
   - Will supervise lunch; monitor hallways, front gate and/or other assigned area
   - Will maintain records for drop-out rate including follow-up data on drop-outs
   - Will design and implement school-wide positive behavior incentive program each semester
   - Will fulfill all YCC grant requirements
   - Will conduct home visits
   - Will maintain targeted intervention list each semester with a minimum of 25 target students
   - Will attend IEP meetings as needed
   - Will implement and facilitate SST meetings each semester

F. Out of Classroom Personnel – Dean(s)
   - Will supervise lunch; monitor Dean(s)
   - Will supervise lunch; monitor hallways, front gate and/or other assigned area
   - Will supervise sports
   - Will serve not only to discipline, but to work collaboratively with teachers and counselors to identify services and opportunities to support increased student success
   - Will implement district Restorative Justice initiative
   - Will investigate, document, and implement progressive discipline and the positive behavior support plan
   - Will conduct home visits
   - Will maintain targeted intervention list each semester with a minimum of 25 target students

G. Out of Classroom Personnel – Instructional Coach(es)
   - Will supervise lunch; monitor hallways, front gate and/or other assigned area
- Will provide instructional support
- Will build capacity around instructional models (PBL, inquiry-based learning, etc.)
- Will model best practices
- Will support new teachers
- Will support teachers with lesson/unit design
- Will support teachers with school-wide instructional goals
- Will seek out and create relevant professional development that supports the mission/vision of the school
- Will visit classrooms and conduct formal / informal observations
- Will develop and facilitate Instructional Rounds
- Will lead the implementation of the Common Core State Standards
- Will meet with teachers one-on-one to discuss instructional strategies and professional goals
- Will facilitate completing the formal observation cycle – TGDC/EGDC (Initial Planning Sheet)
- Will provide accreditation and certifications support

H. Out of Classroom Personnel – Technology Coordinator(s)
- Will maintain each computer in each room so they are at highest possible functionality
- Will issue student emails to all students the first month of school and/or 9th grade orientation
- Will maintain all computer carts
- Will have systems in place for computer/tech issues to be reported
- Will provide tech-themed professional development as needed:
- Will assist with Website
- Will maintain and repair classroom technology
- Will inventory and check-in/out of student laptops online (Destiny platform)
- Will develop school-wide technology goal

5A. EWA Evaluation
The Principal will supervise and administer the Elect to Work Agreement evaluation process and provide support to the struggling faculty member / out of classroom personnel to facilitate their continued participation at STEM Academy. The Principal will meet with the Governing Board in December of each year and present a report containing evidence, interventions and results on any teacher receiving support. Support will continue in the Spring Semester for the struggling faculty member / out of classroom personnel. This evaluation will be solely based on adherence to the TERMS OF EMPLOYMENT and RESPONSIBILITIES as outlined in Section 3-4 of this document and will not include the District Performance Evaluation Cycle or TGDC/EGDC.

The default assumption is that all faculty members and out of classroom personnel will meet the responsibilities as indicated in the Elect to Work Agreement Sections 3-4. Therefore, if a faculty member / out of classroom personnel is not notified or informed of a problem in writing, the default condition is that they will continue to serve at STEM Academy for the next year in good standing. In the unusual case that a faculty member / out of classroom personnel is not meeting the responsibilities listed in Sections 3-4 of the EWA, the Principal is required to notify and meet with them within four months of the first day of instruction and provide intervention and support.

Process for EWA Intervention and Support:
1. Principal will provide written notification (of specific areas that need improvement), including evidence, to the faculty member / out of classroom personnel (copied to UTLA Chapter Chair) that s/he
has not been fulfilling designated responsibilities as laid out in Section 3-4 of the EWA no later than the fifteenth week within the first day of instruction.

2. Faculty member / out of classroom personnel will respond to notification by submitting a plan (with benchmark goals for improvement) in writing to the Principal and UTLA Chapter Chair outlining corrective action and support measures (agreed upon by faculty member / out of classroom personnel and Principal) needed no later than two weeks from the time of notification.

3. Principal will update Governing Board at the next scheduled Governing Board meeting with regard to any notifications and corrective actions in the Principal Update. Note: all personnel updates/discussions that take place during Governing Board meetings are not disclosed in public minutes; Governing Board may decide to hold a “closed” meeting to discuss personnel.

4. Principal will meet with faculty member/ out of classroom personnel within the first five weeks of Semester 2 to discuss the notification and develop an agreed upon schedule to meet regularly to monitor progress and provide support as necessary. Principal will provide written summaries (copied to UTLA Chapter Chair) of meetings to the teacher clarifying the ongoing progress. Faculty member / out of classroom personnel will have until the ten week of Semester 2 to show adequate progress / improvement towards meeting agreed upon benchmarks in plan.

5. Principal reports to the Governing Board in March showing evidence of support and outcomes of faculty member/ out of classroom personnel. The Principal will provide one of the following:
   a. A recommendation to retain faculty member / out of classroom personnel
   b. A recommendation to transfer faculty member / out of classroom personnel

5B. Instructional Evaluation

STEM Academy of Hollywood will use the district performance evaluation cycle for the 2021-22 school year.

The STEM Academy uses the Internal Appeals Process (IAP) that appears in the Memorandum of Understanding (MOU) between LAUSD and UTLA. STEM Academy faculty members and out of classroom personnel shall continue to be subject to the following provisions of the Agreement:
Evaluation (Article X), Peer Evaluation (Article XXVII, Section 3.2(e)), Discipline (Article X), and Peer Assistance and Review (Article X-A).

6. Dispute Resolution

For the 2021-2022 academic year, the STEM Academy Pilot School will use the Internal Appeals Process (IAP) that is delineated in the 2007 Belmont Pilot Schools Memorandum of Understanding between LAUSD and UTLA.

Disputes arising over workplace conduct, instructional issues and disputes related to school governance and conflicts will be resolved through the IAP.

7. Transfers (Voluntary and Involuntary)

Permanent LAUSD employees may request a transfer from STEM Academy of Hollywood within the voluntary transfer timeline. Similarly, STEM Academy may choose not to reelect a faculty member / out of classroom personnel based on the criteria indicated in sections 3-4 of the EWA, in which case they will be placed on a district wide transfer list. In the event of such transfer, permanent employees will be placed on the system-wide transfer list, subject to the terms and procedures in Part V of the UTLA Contract.
8. Dismissal
LAUSD employees will be subject to dismissal from the Los Angeles Unified School District in the same manner as other UTLA-member employees of similar status who are not working at a Pilot School and in accordance with existing LAUSD policies. Additionally, the contract for provisional teachers is limited to one school year of employment.

9. Signatures
By signing this document, I acknowledge that I have read all the provisions of this Election to Work Agreement and that I agree to all its terms.

__________________________ ______________________________
Date Your Name (print)

Your Signature

Your Address

Your Phone

Accepted on behalf of the STEM Academy:

By: ____________________________________________ (Administrator)