



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Professional Expert Assignments

NUMBER: BUL-4305

ISSUER: Roger L. Buschmann, Chief Human Resources Officer
Human Resources Division

DATE: June 16, 2008

POLICY: This Policy Bulletin outlines the requirements to request Professional Expert assignments.

**MAJOR
CHANGES:** None

GUIDELINES: The following guidelines apply.

ROUTING

All Employees
All Locations

Effective immediately, Human Resources Division has been directed to withhold the processing of any Professional Expert assignment until the request has been approved by Senior Deputy Superintendent Ramon Cortines. If approved, Human Resources will contact the requesting office to begin the necessary paperwork. Per Mr. Cortines, no approval will be given to backdated assignments.

An expedited process for this approval has been established. Administrators who are interested in requesting approval for a Professional Expert position may complete Attachment A – Professional Expert Request Form and fax it to the number listed on the bottom of the form. An electronic version of this form is available online at http://www.teachinla.com/hr_forms.html.

Human Resources will forward all requests to Mr. Cortines on a weekly basis and will notify the administrator immediately upon receipt of the approval/disapproval of the Request for Professional Expert assignment.

AUTHORITY: This is a policy of Los Angeles Unified School District

**RELATED
RESOURCES:** Attachment A – Professional Expert Assignment request form.



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ASSISTANCE: For assistance or further information please contact Vanessa Franklin, Certificated Placement and Assignments at (213) 241-6923.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

BUL-4305
June 16, 2008

ATTACHMENT A

TO: Ramon Cortines, Senior Deputy Superintendent
Office of the Senior Deputy Superintendent

DATE:

FROM: Administrator/Principal, Administrator
School/Office
Contact Phone Number

SUBJECT: PROFESSIONAL EXPERT REQUEST FORM

NAME: _____

JOB: _____

TO BEGIN: _____ for DURATION _____

HOURLY RATE: _____

MAXIMUM SALARY: _____

FUNDING SOURCE: _____

RATIONALE (INCLUDE DESCRIPTION OF DUTIES) *Attach additional pages if necessary:*

HOW ARE THE RESPONSIBILITIES OF THIS POSITION CURRENTLY BEING FULFILLED? *(Attach additional pages if necessary):*

****FOR HUMAN RESOURCES USE ONLY – DO NOT WRITE BELOW THIS LINE****

Disposition:

☐

Approved

☐

Disapproved

☐

More information needed

Signature: _____

Date: _____

Comments:

SUBMIT REQUESTS VIA SCHOOL MAIL TO:

Vanessa Franklin, Certificated Placement and Assignments, 333 South Beaudry Ave., 15th Floor

OR VIA FAX TO: (213) 241-8411