



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Aspiring Principals Program 2019-2020

NUMBER: MEM-053500.2

ISSUER: Ileana M. Dávalos, Director
Professional Learning and Leadership Development

Jose R. Cantu, Ed.D.
Assistant Chief Human Resources Officer
Human Resources Division

ROUTING
All Employees
All Locations

DATE: June 17, 2019

DUE DATE: Friday, August 30, 2019 – Applications are due no later than 5:00 p.m. to the Professional Learning and Leadership Development Branch at PLLD@lausd.net.

PURPOSE: The purpose of this Memorandum is to outline the procedures necessary for qualified candidates to apply for the Aspiring Principals Program (APP): Cohort VIII.

MAJOR CHANGES: This Memorandum replaces Human Resources Division MEM-053500.1 of the same subject issued August 15, 2018. The content has been revised to reflect the current cohort.

BACKGROUND: The L.A. Unified’s primary promotional pathway for principal assignments is through the successful completion of APP. To be placed in the L.A. Unified two-year eligibility pool for principals, candidates must successfully complete APP by attending all sessions, completing assignments, and passing the In-Basket Examination. Qualified candidates who are interested in a principal assignment for the 2020-2021 school year should consider applying to the program. Note that participation in this program does not waive minimum District requirements for principal assignments.

The APP: Cohort VIII is a targeted professional development opportunity aligned to the L.A. Unified *School Leadership Framework* (SLF) in the areas of data-driven instructional and operational leadership. The SLF professional learning standards include Leadership and Professional Growth, Change Management, Instruction, Culture of Learning and Positive Behavior, Family and Community Engagement, and Systems and Operations. Highly qualified, equity driven leaders are essential to accelerating student achievement. This comprehensive program concentrates on developing transformational school leaders prepared to meet the challenge of improving outcomes for all students.



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OVERVIEW: I. PROGRAM DETAILS

After being selected, participants will have the option of joining the Face-to-Face Program or the Virtual Program via the My Professional Learning Network (MyPLN) platform. For both the in-person and virtual options, the program will culminate with an in-person In-Basket Examination.
Session details:

Time/Location: 5:00 p.m. – 8:00 p.m., Room: TBD
333 S. Beaudry Avenue
Los Angeles, CA 90017

Dates:	October 16, 2019	January 22, 2020
	October 30, 2019	February 5, 2020
	November 13, 2019	February 19, 2020
	December 4, 2019	March 4, 2020
	December 18, 2019	March 13, 2020

Other Dates: Week of March 23, 2020, In-Basket Examination
Week of April 27, 2020, Mock Interviews
May 13, 2020, Closing Ceremonies
(Dates subject to change)

II. ELIGIBILITY

To be eligible to apply, applicants must meet the following requirements:

- Eight years of successful full-time certificated service in a public school
- Two years of service in an administrative or supervisory position utilizing an administrative services credential, such as assistant principal or equivalent position, by June 30, 2020.
- At least three years as a teacher in a PreK-12 program or Early Education Center; or (for Adult Schools) at least two years as a teacher or counselor at a secondary school or adult school.

Additional Requirements for Pilot School Principal Candidates:

One of the following:

- One year of service in an administrative or supervisory position utilizing an administrative credential, such as assistant principal or equivalent position.
- Three (3) years of verifiable full-time experience in non-classroom leadership positions (such as coordinator, instructional coach, or dean).

A portion of this time may include the following:

- a) Experience as a lead teacher and successful completion of an Aspiring Principals Program sponsored by Professional Learning and Leadership Development.
- b) Experience as a member of a Pilot School Design team and



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successful completion of an Aspiring Principals Program sponsored by Professional Learning and Leadership Development.

- A Master's degree from an accredited college or university
- A valid California Administrative Services Credential
- A valid California Teaching Credential

All minimum requirements must be met before the APP application filing deadline. It is the applicant's responsibility to ensure that documentation of minimum requirements is on file with the Human Resources Division, Administrative Selection Unit before the filing deadline; otherwise, the application will not be reviewed. For information on submitting your credential information to Human Resources, please call (213) 241-6886.

III. APPLICATION PROCESS

To be considered for this program, use the checklist and submit the following:

- A current resume (1-2 pages maximum)
- A Letter of Intent (1-page maximum) describing leadership experiences with the following:
 - Promoting a shared responsibility for all students
 - Ensuring high quality professional development
 - Engaging families and community as partners

Please download the following Word formatted attachments:

- The Application for Enrollment (Attachment A).
- The APP Self-Assessment for Determination of Readiness (Attachment B). It is recommended that you review your responses with your current supervisor.
- The Determination of Readiness Supervisor's Endorsement (Attachment C).

All materials (Letter of Intent, Resume, signed Attachments A, B and C) must be **scanned in a single PDF file format** and submitted via email to: PLLD@lausd.net **no later than 5:00 p.m. on Friday, August 30, 2019**. In the subject line of the email, include your name and cohort (e.g., Smith, John – APP: Cohort VIII). **Applications that are incomplete or are received after the deadline will not be considered.**

RELATED RESOURCES:

Attachment A: Application Instructions and Enrollment Form
Attachment B: Self-Assessment for Determination of Readiness
Attachment C: Determination of Readiness Supervisor's Endorsement



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ASSISTANCE: For further information, please contact Dr. Marco A. Nava (mnava@lausd.net), Administrative Coordinator, Professional Learning and Leadership Development Branch.

**FREQUENTLY
ASKED
QUESTIONS:** To view responses to questions regarding the application process, go to <http://plld.org/app-faqs>



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ATTACHMENT A

DUE DATE:
Friday, August 30, 2019
Email complete application
to: PLLD@lausd.net
NO FAXES ACCEPTED

**ASPIRING PRINCIPALS PROGRAM
APPLICATION FOR ENROLLMENT**

1. _____
 Name (Last) (First) (Middle)
2. _____
 Address (Street) (City) (Zip Code)
3. _____ 4. _____
 L.A. Unified Employee Number L.A. Unified E-mail
5. _____ 6. _____
 Home Phone Cell Phone
7. _____
 Current Position
8. _____
 Current Supervisor
9. _____
 Current School (Office)
10. _____ 11. _____
 Work Phone Local District (Division)
12. Have you ever received a Notice of Unsatisfactory Service/Act or a Below Standard Evaluation? Yes No

I certify that all information contained in this application and all supplementary materials submitted are true and correct. I understand that the Professional Learning and Leadership Development Branch may verify this information. I acknowledge that some of the ratings and results of my performance may be confidential. I understand that participation in this program does not waive minimum District requirements for principal assignments.

Signature: _____ Date: _____



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ATTACHMENT B

DUE DATE:
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ASPIRING PRINCIPALS PROGRAM APPLICANT'S SELF-ASSESSMENT FOR DETERMINATION OF READINESS (DoR) INSTRUCTIONS

Purpose

The Self-Assessment for Determination of Readiness is intended to be used as a reflection tool to guide the applicant in assessing readiness for the principal position.

Directions

- Respond to each prompt by writing specific descriptions of situations you encountered, tasks you were assigned or volunteered for, actions you took, and the results that were achieved. This is commonly referred to as the **STAR** method: Situation, Task, Actions, Result.
- Rate your level of proficiency based on your experience using the rubric descriptors in the School Leadership Framework (SLF).

Resources

- The School Leadership Framework ([Click here to view SLF](#)).

Supervisor's Endorsement

- Schedule a meeting with your immediate supervisor to discuss his/her observations and assessments of your experiences, ratings and readiness to effectively carry out the duties of the position of principal as measured by the SLF.
- Prior to your meeting, forward a copy of your Self-Assessment for Determination of Readiness (Attachment B) and Determination of Readiness Supervisor's Endorsement (Attachment C) to your supervisor for review.



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ATTACHMENT B

**ASPIRING PRINCIPALS PROGRAM
APPLICANT’S SELF-ASSESSMENT FOR DETERMINATION OF READINESS (DoR)**

As you complete the *APP Applicant’s Self-Assessment for Determination of Readiness* for the identified *School Leadership Framework (SLF)* elements, respond to each prompt by writing specific descriptions of situations you encountered, tasks you volunteered for or were assigned, actions you took and results you achieved. Candidly and accurately describe experiences you have had so far in your career. The *SLF* can be accessed by clicking [here](#).

Element 1A5: Participates in, and implements new learning from, professional development.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe how you regularly seek opportunities for professional development to enhance your content and leadership skills. How do you implement what you learn to improve your practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 2A1: Promotes a shared sense of responsibility for all students.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe how you have supported, communicated, and promoted a shared sense of responsibility for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 3A4: Builds capacity of staff to analyze and utilize student data.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe how you have created structures for teams of teachers to access and analyze multiple sources of data to identify learning progress and gaps to determine differentiation of support for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Element 4A1: Establishes or maintains a positive school climate, including workplace conditions for staff.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe how you have modeled fairness, respect, and collaboration for staff and other members of the school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 5A2: Provides opportunities for family and community engagement.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe how you have established regular opportunities for family education. Share how you have elicited their input to help plan, design, and deliver the learning opportunity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Element 6C2: Ensures that school decisions adhere to relevant district policies and comply with legal requirements.	Limited to No Experience Yet	Developing	Effective	Highly Effective
Describe a time when you built the capacity of staff to analyze and apply district policies and legal requirements to guide school decisions. How did you communicate, facilitate, and ensure that future decisions were aligned with policies and state requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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ATTACHMENT C

DUE DATE:
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ASPIRING PRINCIPALS PROGRAM
SUPERVISOR'S GUIDE
TO MANAGING THE DETERMINATION OF READINESS (DoR) PROCESS

Your role in the *Determination of Readiness (DoR)* process is to support the development of future leaders who possess the knowledge, skills, abilities, and judgment to be considered for the position of a principal. Your determination should be made based on your observation and assessment of the individual's work performance as described by the L.A. Unified *School Leadership Framework (SLF)*.

1. Review each *SLF* element of the candidate's *APP Applicant's Self-Assessment for Determination of Readiness* and determine whether the applicant's descriptions of experiences accurately reflect his/her readiness to further influence student outcomes and achievements in a principal position. When reflecting on the applicant's aptitude for performing effectively as a principal in the 2020-2021 school year, consider your personal observation of the quality of his/her work, job-related judgment, and the experiences the applicant described in his/her responses.
2. Complete Attachment C, *Determination of Readiness Supervisor's Endorsement* indicating your decision on whether to provide your endorsement. Applicants who do not demonstrate readiness, as described by the *SLF*, should not be endorsed at this time.
3. Once you have made your determination of the applicant's readiness, meet with the applicant to discuss your determination to endorse or not to endorse.
 - If endorsing the applicant, return the completed and signed *DoR Supervisor's Endorsement Page* and the *APP Applicant's Self-Assessment for Determination of Readiness* to him/her. Begin discussion about areas of school leadership where more experiences and exposure might best prepare the applicant for future success as principal.
 - If the applicant is not endorsed, discuss areas that need further development and collaboratively consider a growth strategy that will provide the applicant with the appropriate professional experience to be able to develop competencies in those areas.
4. Individuals who receive an endorsement from the supervisor **and** who are successful in the paper screening process will be invited to participate in an interview. Those individuals who are successful in the interview will have the opportunity to participate in the APP: Cohort VIII. Candidates who successfully complete APP by attending all sessions, finishing all assignments and related assessments, and passing the culminating In-Basket Examination will be placed in the L.A. Unified two-year eligibility pool for principals.

To view responses to questions regarding the application process, go to <http://plld.org/app-faqs>.



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ATTACHMENT C

**ASPIRING PRINCIPALS PROGRAM
DETERMINATION OF READINESS (DoR)
SUPERVISOR'S ENDORSEMENT PAGE**

APPLICANT'S NAME: _____

CURRENT POSITION: _____

CURRENT SUPERVISOR

Name:	Phone:
Title:	Location:
Email:	

THIS INDIVIDUAL HAS MY FINAL ENDORSEMENT

I, as the supervisor of the applicant listed above, unequivocally support this applicant's readiness based on the applicant's aptitude for assuming the responsibilities of the principal position. Also, I will serve as a mentor by providing access to critical (non-confidential) information for the applicant to review, reflect upon, and refine in preparation for serving as principal (e.g., budget, master program, classroom observations, job shadowing, etc.)

The decision to endorse this applicant has been made based on my observations and assessment of the applicant's job performance and my review of his/her *APP Applicant's Self-Assessment for Determination of Readiness*. I reviewed the *School Leadership Framework* to substantiate my decision. I certify that I have met with the applicant and discussed my determination to endorse.

SUPERVISOR'S SIGNATURE: _____ DATE: _____