



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Aspiring Assistant Principals Program 2019-2020

**NUMBER:** MEM-053501.2

**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, September 6, 2019 – Applications are due no later than 5:00 p.m. to the Professional Learning and Leadership Development Branch at [PLLD@lausd.net](mailto:PLLD@lausd.net).

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

**MAJOR CHANGES:** This Memorandum replaces Human Resources Division MEM-053501.1 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 assistant principal assignments is through the successful completion of AAPP. To be placed in the L.A. Unified two-year eligibility pool for assistant principals, candidates must successfully complete AAPP by attending all sessions, completing assignments, and passing the In-Basket Examination. Qualified candidates who are interested in an assistant 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 assistant principal assignments.

The AAPP: Cohort IV 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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MEMORANDUM**

**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

<b>Dates:</b>	October 23, 2019	January 29, 2020
	November 6, 2019	February 12, 2020
	November 20, 2019	February 26, 2020
	December 11, 2019	March 11, 2020
	January 15, 2020	March 13, 2020

**Other Dates:** Week of March 30, 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:

- Five years of successful full-time certificated service in a public school
- One year of verifiable full-time experience in a non-classroom leadership position (e.g., coordinator, instructional coach, dean, lead teacher, etc.) 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
- 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 AAPP 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.***



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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## 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:
  - Supporting a shared responsibility for all students
  - Supporting high quality professional development
  - Supporting families and community as partners

*Please download the following Word formatted attachments:*

- The Application for Enrollment (Attachment A).
- The AAPP 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](mailto:PLLD@lausd.net) **no later than 5:00 p.m. on Friday, September 6, 2019**. In the subject line of the email, include your name and cohort (e.g., Smith, John – AAPP: Cohort IV). **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

### ASSISTANCE:

For further information, please contact Maria Sotomayor ([msotomay@lausd.net](mailto:msotomay@lausd.net)) or April Ramos-Olona ([april.ramos@lausd.net](mailto:april.ramos@lausd.net)), Administrative Coordinators, Professional Learning and Leadership Development Branch.

### FREQUENTLY ASKED QUESTIONS:

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT A

**DUE DATE:**  
**Friday, September 6, 2019**  
**Email complete application**  
**to: [PLLD@lausd.net](mailto:PLLD@lausd.net)**  
**NO FAXES ACCEPTED**

**ASPIRING ASSISTANT 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 assistant principal assignments.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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ATTACHMENT B

<p><b>DUE DATE:</b> <b>Friday, September 6, 2019</b> <b>Email complete application</b> <b>to: <a href="mailto:PLLD@lausd.net">PLLD@lausd.net</a></b> <b>NO FAXES ACCEPTED</b></p>
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## ASPIRING ASSISTANT 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 assistant 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](#)).
- The Teaching and Learning Framework (TLF) ([Click here to view TLF](#)), if your experiences do not readily seem to reflect leadership practices described in the 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 assistant 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.



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

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

As you complete the *AAPP 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](#). You may also click [here](#) to access the *TLF*.

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. Share how you have supported other colleagues or your principal.	<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 supported opportunities 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"/>



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

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

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 supported 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 situation where you supported a group of stakeholders to deepen their understanding on a district or school policy. How did you support communicating, facilitating, and ensuring that there was an understanding of the legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

ATTACHMENT C

**DUE DATE:**  
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**Email complete application**  
**to: [PLLD@lausd.net](mailto:PLLD@lausd.net)**  
**NO FAXES ACCEPTED**

ASPIRING ASSISTANT 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 an assistant 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 *AAPP 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 an assistant principal position. When reflecting on the applicant's aptitude for performing effectively as an assistant 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 *AAPP 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 assistant 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.

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 AAPP: Cohort IV. Candidates who successfully complete AAPP 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 eligible pool for assistant principals.

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





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MEMORANDUM**

ATTACHMENT C

ASPIRING ASSISTANT 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 assistant 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 assistant 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 *AAPP 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: \_\_\_\_\_