



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Certificated Application for 2019-2020  
Early Childhood After School Programs  
Serving Preschool Students with Disabilities

**NUMBER:** MEM-071900.0

**ISSUER:** Beth Kauffman, Associate Superintendent  
Division of Special Education

**DATE:** May 7, 2019

**DUE DATE:** **Due: Friday, May 24, 2019**

**ROUTING**

Elementary Schools  
Local District Superintendents  
Local District Instructional Directors  
Local District Special Education  
Administrators  
Elementary School Site  
Administrators  
Early Childhood Special Education  
Teachers  
Speech and Language Pathologists

**PURPOSE:** The purpose of this memorandum is to provide application procedures for teachers and speech and language pathologists who want to work in the Early Childhood After School Programs serving preschool students with disabilities during the 2019-2020 school year.

**BACKGROUND:** A limited number of additional hourly assignments are available for the 2019-2020 school year to qualified teachers and speech and language pathologists as part of the implementation of the early childhood after school programs serving students with disabilities. The programs provide special education services after school at selected sites to eligible children, ages 3-5, and their parents for two days per week (Wednesday/Thursday).

**PROCEDURES:** APPLICATION PROCEDURES AND DUE DATES

Interested qualified special education certificated personnel should complete the *Early Childhood After School Programs Application for Certificated Personnel for Additional Hours, 2019-2020* form (Attachment A) electronically, print and return it via school mail to the Early Childhood Special Education office, Beaudry Building, Floor 17. Completed applications must be received by **Friday, May 24, 2019.**

**QUALIFICATIONS, SELECTION, AND SALARY RATE**

Required Qualifications: Certificated personnel must be in a special education program assignment as a pre-kindergarten teacher, kindergarten teacher, or speech and language pathologist. All applicants must have either permanent or probationary status. Special education personnel who are currently working in the early childhood afterschool programs must reapply for the 2019-2020 school year to be considered for an assignment.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

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### **PROCEDURES (Continued):**

Desired Qualifications: Experience working with parents in a parent counseling or parent-training setting, experience working with children ages 3-5, experience working with students with disabilities, experience working in a team situation, ability to speak a language other than English.

Selection/Priority: Early Childhood Special Education Administrators, in collaboration with Local District Special Education Administrators, will select certificated personnel. Selection of certificated personnel will depend on 2019-2020 program sites and staff availability on scheduled program days (Wednesday/Thursday). Consideration will be given to certificated personnel who have successfully served in the program during the program years, 1987-2019. There may be modifications in the number of after school sites for the 2019-2020 school year. Selection of program sites will be contingent upon the number of students requiring the service at particular sites.

Salary: Participating certificated personnel will be compensated at their z-time rate.

### **DESCRIPTION OF THE ASSIGNMENT**

A team including two Special Education Teachers, a Speech and Language Pathologist, and a Special Education Assistant/Trainee will provide services to a group of children and their parents after regular school hours for two days per week (Wednesday/Thursday). Additional hours per month will be provided for planning and preparation time.

All staff must attend paid early childhood after school programs staff meetings prior to the delivery of service, as well as, regularly scheduled Monday meetings throughout the 2019-2020 school year.

The special education services to be provided will be in the areas of communication/language development, speech sound development, and social skills based on the goals and objectives in each child's Individualized Education Program (IEP). Parent education will also be provided. Certificated personnel will be expected to perform reasonable supervision duties during the assignment hours. Certificated personnel will complete and hold Review and Transition IEPs, as needed.

Board Rule 1910, Administrative Regulation 1910-1 – *Multiple Assignments for Certificated Employees* states “employees assigned full-time may be employed in additional assignments. Certificated employees are limited to additional assignment(s), certificated or non-certificated, in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period.”



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

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**RELATED RESOURCES:** Board Rule 1910, Administrative Regulation 1910-1 – *Multiple Assignments for Certificated Employees*

**ASSISTANCE:** For assistance regarding this memorandum, please contact: Cesar Rodriguez, Specialist, Early Childhood Special Education, (213) 241-4713, or via email at [car5715@lausd.net](mailto:car5715@lausd.net).



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT A

**EARLY CHILDHOOD AFTER SCHOOL PROGRAMS APPLICATION FOR  
CERTIFICATED PERSONNEL FOR ADDITIONAL HOURS, 2019-2020**

**INSTRUCTIONS:** Interested, qualified personnel should complete all sections of this application ELECTRONICALLY, print, sign, date, and submit via school mail to the Early Childhood Special Education office, Beaudry Building, Floor 17. For additional information, please contact Cesar Rodriguez at [car5715@lausd.net](mailto:car5715@lausd.net) or (213) 241-4713. Completed applications must be received in the office no later than Friday, May 24, 2019. **FAXED, EMAILED, AND HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED.**

**SECTION I. EMPLOYEE INFORMATION:**

Name:		Employee Number:	
Home Address:		Home / Cellular Phone Number:	
		Home:	
		Cell:	
City:	Zip:	LAUSD Email Address:	
Current Assignment:	<input type="checkbox"/> Teacher <input type="checkbox"/> Speech/Language Pathologist.	Local District:	<input type="checkbox"/> Central <input type="checkbox"/> East <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> West
Mailing School:			
Grades/Ages/Other:	School Telephone Number:		
Number of Years with District:			
Status:	<input type="checkbox"/> Perm. <input type="checkbox"/> Prob.	Credentials Held:	
Languages Spoken (other than English):			Level of Fluency:
Have you participated in the Early Childhood Afterschool Program during any previous program year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which year(s)?	Which site(s)?
Name of the Early Childhood Afterschool Program Teacher(s) with whom you worked?			

**SECTION II. EXPERIENCE:**

Experience Working with Children 3-7 Years of Age			
Year	Location	Pupil Ages	Program Type



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Employee Name:		Employee Number:	
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Experience Working with Parents (counseling, parent workshops, etc.)			
Year	Location	Pupil Ages	Program Type

**SECTION III. AVAILABILITY:**

Days Available for Program Service:	<input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.	Are You Available to Work Both Wed. and Thurs. Each Week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In Which Local District Are You Available to Work?	<input type="checkbox"/> Central <input type="checkbox"/> East <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> West		

**SECTION IV. SIGNATURES:**

Applicant Signature: _____	Date _____
Principal Signature at regular site assignment (acknowledgement only): _____	Date _____
Principal Name Printed: _____	
Signature of Specialist (required for Speech Pathologists – acknowledgement only): _____	Date _____
Specialist Name Printed: _____	

**NOTE: Afterschool Early Childhood Program (AECP) meets two day per week (Wednesday/Thursday).**  
**All staff must attend mandatory Monday meetings.**