



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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

**NUMBER:** MEM-071901.0

**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  
Special Education  
Assistants/Trainees

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

**BACKGROUND:** Additional temporary hours for Special Education Assistants/Trainees, as part of the implementation of the Early Childhood After School Programs, are available for a limited number of sites for the 2019-2020 school year. 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 Assistant/Trainees should complete the *Early Childhood After School Programs Application for Classified 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: The Assistant/Trainee must have permanent or probationary status. Assistant/Trainees currently in the Early Childhood After School Programs must reapply for the 2019-2020 school year to be considered for an assignment.



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

Desired: Experience working with parents in a parent counseling or parent training setting, experience working with young children with disabilities and the ability to speak a language in addition to English, and experience working in a team situation. Prior program experience is desirable but not required.

Selection: Consideration will be given to qualified employees with bilingual skills appropriate to meet program needs and availability on program scheduled days (Wednesday/Thursday). Early Childhood Special Education Administrators in collaboration with Special Education Service Center-Operations will select assistants/trainees for the program.

Salary: Hourly rate will be the same as that of the employee's regular assignment.

### DESCRIPTION OF THE ASSIGNMENT

Selected Assistants/Trainees will work, under the direction of certificated personnel, with a group of children and their parents after the regular school day for two days per week (Wednesday/Thursday).

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 services to be provided by the Assistant/Trainee will be typical of those described in the class description for a Special Education Assistant/Trainee classification.

The program is conducted on a yearly basis contingent upon available funding. Note, however, that the additional hourly assignment is temporary and may be terminated at any time. Temporary additional hours "should not result in making part-time employees full-time or non-benefited employees benefited." (Unit B Agreement, Article IX, 5.0)

### **RELATED RESOURCES:**

Unit B Agreement, Article IX, 5.0

### **ASSISTANCE:**

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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ATTACHMENT A

**EARLY CHILDHOOD AFTER SCHOOL PROGRAMS APPLICATION FOR  
CLASSIFIED 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 <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:	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:			
Number of Hours in Current Assignment:	<input type="checkbox"/> 100 <input type="checkbox"/> 120	Current Classification:	<input type="checkbox"/> SpEd Trainee <input type="checkbox"/> SpEd Asst. <input type="checkbox"/> Health Care Asst.
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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ATTACHMENT A

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

**SECTION III. AVAILABILITY:**

<b>Days Available for Program Service:</b>	<input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.	<b>Are You Available to Work Both Wed. and Thurs. each week?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>In Which Local District(s) Are You Available to Work?</b>	<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: _____	

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