



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Los Angeles Administrative Services Credential
(LAASC) Program

NUMBER: MEM-074500.1

ISSUER: Linda Del Cueto
Chief Human Resources Officer
Human Resources Division

DATE: August 18, 2020

PURPOSE: The purpose of this Memorandum is to discuss the elements of the Los Angeles Administrative Services Credential (LAASC) program.

ROUTING
All Certificated
Administrators

In 2012, the **Educator Excellence Task Force**, a joint effort by the Commission on Teacher Credentialing (CTC) and the State Superintendent of Public Instruction, issued a report entitled *Greatness by Design* in which the Task Force called for the need to clarify the competencies beginning administrators, and their mentors, should be expected to acquire. As a result, in February 2014, the Commission approved the new Administrative Services Credential Clear Induction Program Standards and statewide implementation began on July 1, 2015. CTC approved Los Angeles Unified as a Clear Administrative Services Credential provider in February 2015.

The current Clear Induction Program Standards embed the California Professional Standards for Education Leaders (CPSEL, 2014) with two years of job-embedded professional learning, coaching support, and assessment. CTC's current expectations for newly appointed administrators include that they enroll in an induction program within one year of starting their initial administrative assignment and their coaching begins within 30 days of enrollment. To support its employees on their path to receiving such a credential while maintaining an administrative position, LA Unified launched the Los Angeles Administrative Services Credential (LAASC) program.



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I. Program Overview

LAASC is a no-cost, two-year, competency-based, job-embedded professional learning program for LA Unified employees who have activated their Preliminary Administrative Services Credential and are in an administrative position in LA Unified schools and/or offices. The program supports new administrators in their professional learning and leadership development throughout the two-year cycle leading to a Clear Administrative Services Credential.

LAASC launched in March 2016, and since then approximately 360 participants have enrolled in ten cohorts. Cohort 11 starts in the summer 2020 with approximately 60 candidates. Admission was granted to applicants based on their Preliminary Administrative Services Credential (PASC) expiration date on file with the Human Resources Division. If future cohorts are funded, participants will receive priority enrollment based on the expiration date of their PASC on file with Human Resources. Refer to Attachment A for LAASC 2020-2021 meeting dates.

II. Program Requirements

Successful candidates must demonstrate mastery for each California Professional Standards for Education Leaders (CPSEL) through multiple means of professional learning. Additionally, the LA Unified School Leadership Framework (SLF) standards are woven throughout the professional learning to ensure that candidates are prepared to lead LA Unified schools and offices. To fulfill clear credential requirements, during each year of the program, candidates will complete 60-90 hours of job-embedded professional development. LAASC places a heavy emphasis on reflective practice and a requirement to apply learning through a problem of practice inquiry. Each candidate is responsible for leading a school or site-based problem-solving project that leads to professional growth and improvement in student achievement. See the Two-Year LAASC Induction Flowchart in Attachment B.



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III. Coach/Candidate Collaboration

The foundation of induction is the relationship between coach and candidate. A qualified, trained coach provides each candidate 40 hours per year of coaching support. This confidential coach-candidate collaboration intertwines job-embedded leadership performance with action planning to guide attainment of goals and identifies opportunities for both candidate growth and demonstration of program outcomes. Selected for their skills and interest in fostering today's educational leaders, LAASC coaches receive research-based specialized training that equips them to work collaboratively with candidates to develop their leadership competency. Coaching support may take the form of face-to-face sessions, site visits, electronic communication, as well as providing resources that assist in leadership development. Activities might take the form of assistance with self-assessments, professional goal setting, and providing feedback about problems of practice.

Using an electronic portfolio uploaded to MyPLN, coaches will regularly review candidate's growth on the goals set forth in their Individual Induction Plans and progress monitor how the candidates are meeting the CTC and LAASC program requirements. The final portfolio will provide the evidence that the LAASC staff will use to recommend a candidate for their Clear Administrative Services Credential.

**RELATED
RESOURCES:**

Attachment A: LAASC Meeting Dates
Attachment B: 2-Year LAASC Induction Flowchart

ASSISTANCE:

For assistance or further information please contact Maura Crossin (maura.crossin@lausd.net), Administrative Coordinator, Human Resources.



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ATTACHMENT A

**LAASC MEETING DATES
2019-2021**

The following dates have been scheduled for 2019-2021. All sessions will be held virtually.

Cohort 10 - Year 2			
Session 5	Session 6	Session 7	Session 8 LEADERSHIP CONFERENCE
<i>November 7, 2019</i>	<i>March 12, 2020*</i>	<i>June 4, 2020</i>	September 17, 2020

*Cancelled out of an abundance of caution

Cohort 11 - Year 1		
Session	Date	Time
1	July 22, 2020	8:30 AM - 12:30 PM
2	August 27, 2020	8:00 - 9:00 AM
3	September 24, 2020	8:30 AM - 12:30 PM
4	October 22, 2020	8:00 - 9:00 AM
5	November 19, 2020	8:30 AM - 12:30 PM
6	January 28, 2021	8:30 AM - 11:30 AM
7	February 25, 2021	8:00 - 9:00 AM
8	March 18, 2021	8:30 AM - 11:30 AM
9	April 22, 2021	8:00 - 9:00 AM
10	May 20, 2021	8:30 AM - 11:30 AM



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ATTACHMENT B

Two-Year LAASC Induction Flowchart

