



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Los Angeles Administrative Services Credential (LAASC) Program

**NUMBER:** MEM-074500.0

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

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

**ROUTING**  
All Employees  
All Locations

**DATE:** July 29, 2019

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

**MAJOR CHANGES:** This Memorandum replaces Human Resources Division MEM-051702.2 of the same subject issued on November 16, 2018.

**BACKGROUND:** 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 the Los Angeles Unified School District (LAUSD) as a Clear Administrative Services Credential provider in February 2015.

The new 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 120 days of starting their initial administrative assignment and that their coaching begins within 30 days of enrollment. Due to the increased demand for limited space in State approved programs, enrollment in an induction program must now occur no later than one year from activation of the preliminary credential. To support its employees on their path to receiving such a credential while maintaining an administrative position, LAUSD funded the Los Angeles Administrative Services Credential (LAASC) program.



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## **INSTRUCTIONS: I. PROGRAM OVERVIEW**

LAASC is a no-cost, two-year, competency-based, job-embedded professional learning program for LAUSD employees who have activated their Preliminary Administrative Services Credential and are in an administrative position in LAUSD 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 a total of eight cohorts comprised of approximately 30 participants each have enrolled. Cohort nine began in the summer 2018 and Cohort 10 started in the fall 2018 with approximately 60 candidates each. Admission is granted to applicants based on their Preliminary Administrative Services Credential (PASC) expiration date on file with Human Resources Division. A waitlist will be generated for non-accepted applicants. If future cohorts are funded, waitlisted participants will receive priority enrollment based on the expiration date of their PASC on file with Human Resources. See the 2019-2020 LAASC meeting dates in Attachment A.

## **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 LAUSD School Leadership Framework (SLF) standards are woven throughout the professional learning to ensure that candidates are prepared to lead LAUSD 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  
Attachment C: Map to Beaudry Building

**ASSISTANCE:**

For assistance or further information please contact contact Maura Crossin ([maura.crossin@lausd.net](mailto:maura.crossin@lausd.net)), Administrative Coordinator, Professional Learning and Leadership Development.



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ATTACHMENT A

**LAASC MEETING DATES  
2019-2020**

Cohorts will meet four times per year. The following dates have been scheduled for 2018-2020. All sessions are scheduled at the Beaudry Building.

<b>Year 1</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>
Cohort 10	<i>December 6, 2018</i>	<i>March 14, 2019</i>	<i>May 30, 2019</i>	Friday, August 9, 2019

<b>Year 2</b>	<b>Session 5</b>	<b>Session 6</b>	<b>Session 7</b>	<b>Session 8 LEADERSHIP CONFERENCE</b>
Cohort 7	<i>March 7, 2019</i>	<i>May 9, 2019</i>	September 26, 2019	January 30, 2020
Cohort 8	<i>March 7, 2019</i>	<i>May 9, 2019</i>	September 26, 2019	January 30, 2020
Cohort 9	August 29, 2019	November 21, 2019	February 27, 2020	May 28, 2020
Cohort 10	November 7, 2019	March 12, 2020	May 21, 2020	September 17, 2020



**Two-Year LAASC Induction Flowchart**





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ATTACHMENT C

**MAP AND PARKING**

**Visitor Parking Lots for LAUSD Administrative Headquarters  
Effective April 1, 2015**



- ★ = LAUSD Administrative Headquarters – Main pedestrian entrance
- ★ = Garage or lot entrance
- = Visconti Garage – Main visitor garage for Headquarters visitors. Free to visitors on District business with proper department-provided validations.
- = First visitor overflow lot (when Visconti is full). **Also may be used after 5:00 PM and on weekends for visitor parking with PRIOR ARRANGEMENT through Morlin Asset Management (213-241-1320)**
- = Special visitor overflow lots – free with validation but available **ONLY** when directed.
- = Driving routes to visitor overflow lots – when directed.

NOTE: The main visitor parking location is the Visconti garage at the northwest corner of Miramar and Boylston. If the garage is full, parking lot attendants at the garage will re-direct you to an overflow lot.

**Do NOT park in any overflow lot unless directed – your validation will not be honored.**

<p><b>LAASC Sessions:</b> Various Room Locations confirmed by Invitation 333 South Beaudry Avenue Los Angeles, CA 90017</p>	<p><b>Recommended LAASC Parking:</b> Visconti Parking Lot 1221 West Third Street Parking will be validated.</p>
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