



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Certificated Application for 2020-2021
Early Childhood After School Programs
Serving Preschool Students with Disabilities

NUMBER: MEM-091500

ISSUER: Anthony Aguilar, Chief of Special Education,
Equity and Access
Division of Special Education

DATE: April 20, 2020

DUE DATE: **Friday, May 29, 2020**

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 2020-2021 school year.

BACKGROUND: A limited number of additional hourly assignments are available for the 2020-2021 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.

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, 2020-2021* form (Attachment A) electronically, and submit it via email to car5715@lausd.net. Completed applications must be received no later than 5:00 p.m. on Friday, May 29, 2020.

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 2020-2021 school year to be considered for an assignment.

ROUTING

- Elementary Schools
- Local District Superintendents
- Administrators of Instruction
- Local District Special Education Administrators
- Elementary School Site Administrators
- Early Childhood Special Education Teachers
- Speech and Language Pathologists



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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 the special education teachers. Selection of teachers will depend on 2020-2021 program sites and staff availability on scheduled program day(s). Consideration will be given to special education teachers who have successfully served in the program during the program years, 1987-2020. There may be modifications in the number of after school sites for the 2020-2021 school year. Selection of program sites will be contingent upon the number of students requiring the service at particular sites.

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

DESCRIPTION OF THE ASSIGNMENT

A team including two special education teachers, 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. 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 in 2020, as well as, regularly scheduled Monday meetings throughout the 2020-2021 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 staff will be expected to perform reasonable supervision duties during the assignment hours. Certificated staff will complete and hold Review and Transition IEPs, as needed.

Applicants who already have a multiple assignment should note that Administrative Regulation 1910-1 limits additional assignments to not more than 40 hours beyond the basic assignment in any monthly pay period.



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RELATED RESOURCES: Administrative Regulation 1910-1

ATTACHMENTS: Attachment A: Early Childhood After School Programs Application for Certificated Personnel for Additional Hours, 2020-2021

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; or Stacy Hotchkiss,
Specialist, Language and Speech, (213) 241-1045 or stacy.a.hotchkiss@lausd.net.

EARLY CHILDHOOD AFTER SCHOOL PROGRAMS APPLICATION FOR CERTIFICATED PERSONNEL FOR ADDITIONAL HOURS. 2020-2021

INSTRUCTIONS: Interested, qualified personnel should complete all sections of this application **ELECTRONICALLY**, and submit it via email to "car5715@lausd.net". Completed applications must be received no later than **5:00 p.m. on Friday, May 29, 2020**. For additional information, please contact Cesar Rodriguez at car5715@lausd.net. Completed applications must be received via email no later than Friday, May 29, 2020 at 5:00 p.m.. **FAXED 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:								
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

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:

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: All staff must attend mandatory Monday meetings.