



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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

**NUMBER:** MEM-091501

**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 special education paraprofessionals who want to work in the Early Childhood After School Programs serving preschool students with disabilities during the 2020-2021 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 2020-2021 school year. The Early Childhood After School Programs provide special education services at selected sites after school to eligible children, ages 3-5, and their parents.

**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, 2020-2021* form (Attachment A) electronically, and submit it via email to [car5715@lausd.net](mailto: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: The assistant/trainee must have permanent or probationary status. Assistant/trainees currently in the Early Childhood After School Programs must reapply for the 2020-2021 school year to be considered for an assignment.

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.

**ROUTING**  
Elementary Schools  
Local District Superintendents  
Administrators of Instruction  
Special Education Administrators  
Elementary School Site  
Administrators  
Special Education  
Assistants/Trainees



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

**PROCEDURES  
(Continued):**

Selection: Consideration will be given to qualified employees with bilingual skills appropriate to meet program needs. 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 staff, with a group of children and their parents after the regular school day.

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 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. Persons assigned 160 hours per pay period on a regular assignment are not eligible for additional temporary hours. (Unit B Agreement, Article IX, 5.0)

## RELATED

**RESOURCES:** Unit B Agreement, Article IX, 5.0

**ATTACHMENTS:** Attachment A: Early Childhood After School Programs Application for Classified 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 [car5715@lausd.net](mailto:car5715@lausd.net) or Stacy Hotchkiss, Specialist, Language and Speech, (213) 241-1045 or [stacy.a.hotchkiss@lausd.net](mailto:stacy.a.hotchkiss@lausd.net).

**EARLY CHILDHOOD AFTER SCHOOL PROGRAMS APPLICATION FOR  
 CLASSIFIED 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](mailto: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](mailto: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:			
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

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Special Education

Attachment A

Employee Name:		Employee Number:	
----------------	--	------------------	--

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(s) 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: _____	

**NOTE: All selected staff must attend mandatory Monday meetings.**