

TITLE: 2023-2024 New Principals Support Program
NUMBER: MEM-147310
ISSUER: Francisco J. Serrato, Ed.D.
Interim Chief Human Resources Officer
Human Resources Division
DATE: November 20, 2023

ROUTING
Certificated
Administrators
All Schools

PURPOSE: The purpose of this Memorandum is to establish and provide an overview of the 2023-2024 New Principals Support (NPS) mentor program and to outline the procedures necessary for qualified candidates to apply to become NPS Mentors.

The Human Resources Division is committed to growing and supporting leaders within the Los Angeles Unified School District (LAUSD) and is excited to commence the 2023-2024 NPS program. The role of the principal is an incredibly complex and challenging one. As such, all newly assigned principals will receive ongoing training, support, and coaching through their NPS Mentor for their first two years in the principalship, based on mentor availability.

The NPS program is aligned to the LAUSD 2022-2026 Strategic Plan and the LAUSD School Leadership Framework (SLF). This program provides real-time, purposeful, and customized mentorship to help ensure that newly assigned principals develop the skill sets to be transformational leaders in the areas of both instructional and operational school leadership.

I. Program Details

Those selected as NPS Mentors are successful experienced principals who will serve in a non-evaluative capacity and provide confidential mentor support. Throughout the program, NPS Mentors will meet with their mentees on a monthly basis to support them in using collaborative problem-solving protocols to self-reflect and grow in their professional practice.

NPS Mentors will provide each of their assigned principals with three (3) hours of mentor support per month, including a minimum of two (2) school visits per semester.

In addition to regular meetings with their mentees, NPS Mentors will have a one-hour monthly check-in via Zoom with the Educator Development and Support Human Resources team to build skills in coaching and feedback and the use of facilitation protocols.

NPS Mentors will be eligible to receive a stipend of up to \$3,060 each semester, with the Spring 2024 semester. In order to receive their stipend, NPS Mentors must submit their monthly logs to NPSMentor@lausd.net at the end of each month.

Please see Attachment A: NPS Mentor Roles and Responsibilities for a complete list of responsibilities of the NPS Mentor.

II. Eligibility for NPS Mentors

To be eligible to apply to be an NPS Mentor, applicants must meet all of the following requirements:

- Current Principal in good standing
- Permanent Status as a Principal
- A proven track record of student success/improvement as a school site administrator
- No Below Standard Performance Evaluation or Notice of Unsatisfactory Act(s) or Suspension
- Endorsement of current supervisor

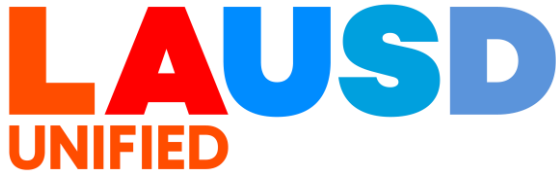
In addition, potential candidates must agree to and sign off on the NPS Mentor Code of Ethics (Attachment B).

III. Application Process

To apply to become an NPS Mentor, interested applicants must complete an application at the following link: <https://bit.ly/NPSMentor>

Please note that in addition to responding to short response questions, potential candidates will also be required to upload the following documents using the link above:

- A current résumé highlighting administrative roles (1 page maximum)
- Attachment B: NPS Mentor Code of Ethics
- Attachment C: Supervisor's Endorsement



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All materials must be submitted via <https://bit.ly/NPSMentor> no later than **December 8, 2023**.

PLEASE NOTE: Applications that are incomplete or are received after the deadline will not be considered.

Applicants will be notified of the decision by December 15, 2023 and an orientation meeting will be scheduled in January 2024.

RELATED RESOURCES: Not applicable

ATTACHMENTS: Attachment A - NPS Mentor Roles and Responsibilities
Attachment B - NPS Mentor Code of Ethics
Attachment C - Supervisor's Endorsement

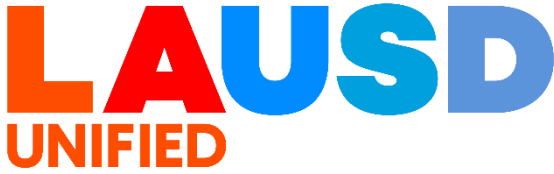
ASSISTANCE: For further information, please email NPSMentor@lausd.net.

NEW PRINCIPALS SUPPORT PROGRAM MENTOR ROLES AND RESPONSIBILITIES

- Each NPS Mentor will serve up to three new principals. Applicants may indicate how many new principals they wish to support in the application. Mentors will provide each mentee up to three hours of face-to-face coaching per month. A phone or virtual conference should only be used on a very limited basis and only if needed. Tasks to support new principals include:
 - Assisting with data-driven decision making
 - Reflecting with principals regarding personal growth
 - Coaching principals regarding Educator Development and Support
 - Assisting principals in responding to issues raised by parents or community
 - Observing principals facilitating professional development
 - Assisting principals in overseeing operational issues such as strategic staffing, selection and hiring process, ensuring welcoming, safe, affirming and inclusive learning environments, adhering to District policies, and implementing sustainable budgeting
 - Engaging in classroom observations with the principal
 - Assisting principals in engaging more parents in leadership and educational opportunities

- Each mentor will attend one-hour monthly mentor check-in sessions in order to build skills in coaching and feedback, use of facilitation protocols, and understanding new District initiatives.

- Each mentor will submit monthly service logs to NPSMentor@lausd.net by the designated due dates. Detailed information will be provided during the first NPS Mentor Orientation Meeting.



NEW PRINCIPALS SUPPORT PROGRAM MENTOR CODE OF ETHICS

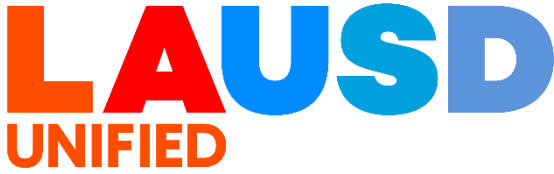
If selected to be a New Principals Support Program Mentor:

- I will conduct myself in a manner that serves the goal of doing what is best for my mentee.
- I will coach and mentor my mentee with the goal of supporting the development of leadership aligned with the accepted tenets of the LAUSD School Leadership Framework (SLF) and the New Principal Support (NPS) program.
- I will build trust in my mentoring relationship by consistently being sincere in my communication, reliable in meeting my commitments, and operating within my areas of competence.
- I will, at the beginning of the mentoring relationship, ensure that my mentee understands the terms of the mentoring agreement between us.
- I will respect the confidentiality of my mentee's information, except as otherwise authorized by my mentee, or as required by law.
- I will avoid conflicts between my interests and the interests of my mentee. Whenever the potential for a conflict of interest arises, I will discuss the conflict with my mentee to reach agreement with my mentee on how to deal with it in whatever way best serves the mentee.
- I will be alert to notice when my mentee is no longer benefiting from our mentoring relationship and thus would be better served by another mentor or by another resource and, at that time, I will contact NPSMentor@lausd.net.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____



NEW PRINCIPALS SUPPORT PROGRAM MENTOR APPLICATION

SUPERVISOR'S ENDORSEMENT PAGE

APPLICANT'S NAME: Click or tap here to enter text.

CURRENT POSITION: _____

CURRENT SUPERVISOR

Name: <u>Click or tap here to enter text.</u>	Phone: <u>Click or tap here to enter text.</u>
Title: <u>Click or tap here to enter text.</u>	Location: <u>Click or tap here to enter text.</u>
Email: <u>Click or tap here to enter text.</u>	

THIS INDIVIDUAL HAS MY FINAL ENDORSEMENT

As the supervisor of the applicant listed above, **I unequivocally support** this applicant's readiness to serve as a mentor to newly assigned principals. I will serve as a resource to them should they have any questions over the course of the New Principals Support (NPS) program.

The decision to endorse this applicant has been made based on my observations and assessment of the applicant's job performance. I reviewed the *School Leadership Framework* to substantiate my decision. I certify that I have met with the applicant and discussed my determination to endorse.

SUPERVISOR'S SIGNATURE: _____

DATE: Click or tap to enter a date.