



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Application for the LAUSD/AALA Master Program Institute Cohort 20 – Spring 2021

NUMBER: MEM-6725.9

ISSUER: Alison Yoshimoto-Towery,
Chief Academic Officer
Division of Instruction

Jesus Angulo
Director
Academic and Counseling Services

ROUTING

Local District Superintendents
Administrators of Instruction
Community of School Administrator
Counseling Coordinators
Secondary Principals
Secondary Assistant Principals
Secondary Counselors

DATE: October 26, 2020

DUE DATE: Friday, December 4, 2020

PURPOSE: The purpose of the Memorandum is to outline the procedures necessary for qualified candidates to apply for the LAUSD/AALA Master Program Institute Cohort 20 – Spring 2021.

MAJOR CHANGES: This memorandum replaces MEM-6725.8, *Application for the LAUSD/AALA Master Program Institute Cohort 20 – Fall 2020*, dated June 5, 2020. The content has been revised to reflect the current cohort. If the Safer L.A. Emergency Order is not lifted this Spring, the Master Program Institute, Cohort 20 will be conducted virtually.

BACKGROUND: L.A. Unified is committed to supporting new and aspiring leaders responsible for constructing, implementing and maintaining the master schedule. The Master Program Institute (MPI) professional development series is designed to build capacity in school leadership teams to support schools in creating opportunities to access college-level courses, establish systems that use shared decision-making, use multiple sources of data (including student interest surveys), and foster equitable access to rigorous curriculum and instruction for all learners in the development of student-centered master schedules. To accomplish this goal, the Master Program Institute works in collaboration with the Division of Instruction, Multilingual and Multicultural Education Department, Division of Special Education, Budget Services and Financial Planning Division, Human Resources Division, and the Information Technology Division.

The Master Program Institute provides each participant with the following professional development supports: (1) a ten-day professional learning institute designed to model and teach the master schedule development process, (2) technical support for school personnel, and (3) school team capacity building



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workshop.

INSTRUCTIONS: I. PROGRAM DESCRIPTION

The Master Program Institute is a ten-week job-embedded certificate program designed to support school leaders and focus on the real-time experience of preparing and building a master schedule for middle and senior high schools, small learning communities, small schools and personalized learning environments. The institute provides mentor support including observations, site visits, and on-going feedback. Upon successful conclusion of the program, participants will receive a Certificate of Completion.

II. TARGET AUDIENCE

- A. Current school site personnel directly responsible for the construction, implementation and supervision of the secondary master schedule.
- B. Current Counselors and Coordinators directly supporting the building of the master schedule.

III. PROGRAM REQUIREMENTS

- A. Participants must be assigned to one site. The adequate fulfillment of practicum tasks requires alignment to one site, one supervisor and one master schedule.
- B. Site supervisors must be willing to provide participants with the tools necessary to complete practicum tasks. Such tools include but are not limited to: E-CAST reports, staffing rosters, MiSiS and Focus access, and any additional supporting documents.
- C. It is essential that all participants be in attendance for all ten sessions.

Certificates will be granted based upon attendance, understanding and demonstration of session content, successful mastery of practicum tasks, on-site coaching sessions with MPI Mentors, and routine performance review assessments conducted by the MPI Coordinator.

It is essential that candidates understand that the MPI is not MiSiS training. The contents of each session will provide participants with the background knowledge necessary to build a student-centered master schedule that is in alignment to the State and District mandates.



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Master Program Institute details are as follows:

Times: Wednesdays, 8:00 a.m. – 4:00 p.m.

Location: LAUSD Administration Building
333 S. Beaudry Avenue, Room 2-202
Los Angeles, CA 90017
**If the Safer L.A. Emergency Order is not lifted, MPI will be conducted virtually.*

Dates:

January 27, 2021	March 3, 2021
February 3, 2021	March 10, 2021
February 10, 2021	March 17, 2021
February 17, 2021	March 24, 2021
February 24, 2021	April 7, 2021

IV. APPLICATION PROCESS/TIMELINE

A. Application Requirements

To be considered for the Master Program Institute you must submit the following as email attachments by Friday, December 4, 2020

1. Completed Recommendation Form (Attachment A)
2. Letter of Interest describing readiness for the Institute (Attachment B)

B. Application Submission

1. Submit the Recommendation Form (Attachment A) and Letter of Interest (Attachment B) to the Division of Instruction via email to Rosanna Carosa at rcarosa@lausd.net
2. Include the following in the email subject line: Master Program Institute Cohort 20 Spring; Applicant Name

C. Timeline

1. Recommendation Form and Letter of Interest Deadline: Friday, December 4, 2020
2. Acceptance/Denial Letters Sent via Email: Thursday, December 17, 2020
3. MPI Fall Cohort 20 Begins: Wednesday, January 27, 2021

RELATED RESOURCES: Attachment A: Recommendation Form
Attachment B: Letter of Interest

ASSISTANCE: For assistance or additional information, please contact the Office of Academic and Counseling Services at (213) 241-7510 or rcarosa@lausd.net



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**Master Program Institute
Letter of Interest**

ATTACHMENT B

**DUE DATE:
Friday, December 4, 2020**

**Email Attachments A and B
with all required signatures to
rcarosa@lausd.net**

**Include the following in the
email subject line: MPI Cohort
20 Spring; Applicant Name**

Please describe your readiness for the Master Program Institute and how you will support the work of building an equity-based master schedule at your school site that supports all students in getting access to rigorous courses and closing the achievement gap:

Name

Title