



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: In-House Teacher Recruitment Program Scholarship
NUMBER: REF-3265.1
ISSUER: Roger L. Buschmann, Chief Human Resources Officer
Human Resources
DATE: September 10, 2007

ROUTING
 Local District School
 Support Directors
 High School Directors
 Principals
 APSCSs
 Teacher Career Academy
 Coordinators
 Future Teacher Org.
 Sponsors

PURPOSE: The purpose of this Reference Guide is to provide information on the In-House Teacher Recruitment Program (ITRP) Scholarship, which is granted on a competitive basis to high school students graduating in June 2009 who are committed to becoming teachers. Only current high school juniors are eligible to apply. The scholarship payment will begin with the Fall 2009 college term.

MAJOR CHANGES: This Reference Guide replaces Human Resources REF-3265 of the same subject issued September 18, 2006. Changes have been made to reflect the new dates for the 2007-08 school year.

INSTRUCTIONS: I. Scholarships are awarded to high school seniors who commit to becoming LAUSD teachers. The scholarship includes a monetary award of up to \$3,000 per school year, assistance with placement as a teacher assistant, college advisement, reimbursement for preparation for State mandated exams, and hiring assistance as a teacher. All scholarship recipients must study at a local community college or university and work for LAUSD as a teacher assistant.

Scholarship recipients work part-time as teacher assistants as they complete the requirements for a degree and teaching credential. In order to be hired as a teacher assistant directly out of high school, applicants must pass both the District Proficiency Exam (DPE) and the Instruction Assistance Test. This is a new requirement stemming from *No Child Left Behind*. Scholarship candidates apply during their junior year of high school so that they have time to pass the exams before high school graduation.

The application process is rigorous. Applicants complete a written application, which includes academic information, related experience, and an essay. Testing for the District Proficiency Exam and the Instruction Assistance Test is arranged for those who pass this phase. Those who pass both tests by January 2009, of their senior year, are interviewed. Then final selection is made.



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Only current high school juniors should apply.

II. Application Procedure

For complete application instructions and forms, see Attachments A-D2.

III. The complete application packet, including all documentation, must be received in the Career Ladder Office no later than Friday, February 8, 2008.

Mail completed application and requested documents to the address below:

Los Angeles Unified School District
Human Resources
Career Ladder Office
333 S. Beaudry Ave., 14th Floor
Los Angeles, CA 90017

IV. Contingent on Continued Funding

The number of scholarships and the amount of the monetary award are contingent upon continued funding.

RELATED RESOURCES:

Attachment A includes information on the Scholarship Application. Schools may duplicate the application packets as needed (Attachment B through Attachment D-2). Additional packets may also be requested by calling the Career Ladder Office at (213) 241-4571.

ASSISTANCE:

For assistance or further information please contact Brig Tratar, Advisor, Career Ladder Office at (213) 241-4571.

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ATTACHMENT A

SCHOLARSHIP APPLICATION INFORMATION

Background

Scholarships are granted on a competitive basis to high school students who demonstrate a strong commitment to becoming teachers. In return, scholarship recipients must commit to work for LAUSD one year for each year of support received. Scholarships include monetary award, assistance with placement as a teacher assistant, additional college advisement, and preparation for State-mandated exams. Applicants must be high school juniors in the graduating class of 2009. Scholarship recipients are expected to begin studying in the Fall of 2009.

Selection Process

Candidates must submit the application packet by Friday, February 8, 2008. The packet includes: the Application Form, an essay, the List of Experience Form, two Non-Confidential Recommendation Forms, and transcripts of all high school course work completed.

- Applications are screened by the Selection Committee.
- Qualified applicants are scheduled to take both the District Proficiency Exam and Instructional Assistance Test and are invited to an interview. (Interviews are planned for January and February.)
- Final Notification will take place in May 2009.

Selection is based on the following criteria:

- College preparatory courses completed
- Teaching-related work or volunteer experience
- Education related to teaching
- 2.75 overall high school grade point average or better
- Commitment to becoming a teacher
- Recommendation of school counselor and a teacher
- Interview
- Essay
- Passing score on both the District Proficiency Exam and Instructional Assistance Exam

Deadline

Applications and all supporting documentation must be received in the Career Ladder Office by February 8, 2008. Mail completed application and requested documents to: Los Angeles Unified School District, Human Resources, Career Ladder Office, 333 S. Beaudry Ave., 14th Floor, Los Angeles, CA 90017.

If you have any questions or need assistance completing the application, please call Brig Tratar, Advisor, at (213) 241-4571.

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ATTACHMENT B

SCHOLARSHIP APPLICATION

I. Applicant Information

Name: _____ SS# (required): _____

High School: _____ Graduation Date: _____

Home Address: _____ Home Phone No.: (____) _____

City & Zip Code: _____ LAUSD Employee #: _____

Overall GPA: _____

Colleges or Universities to which application will be made: _____

Application will not be considered for review if any of the documents are missing.

II. Attach Additional Documentation

(See Section IV for directions on how to complete documentation)

Attach the following to the application:

- Current transcripts of all high school course work completed including dates, grades, and type of course (college prep, honors, advanced placement, etc.)
- Two Non-Confidential Recommendation Forms

List of Experience Form showing evidence of:

- Experience working with children (internship, volunteer work, special projects, etc.)
- Courses related to teaching (World of Education, Careers with Children, MTCA Academy Classes, etc.)

III. Applicant's Signature

All information on this application is true to the best of my knowledge. I understand that scholarship recipients will be expected to work for LAUSD as teachers one year for each year of support received or repay monetary award.

Signature: _____ Date: _____

IV. Directions

A. Essay

The essay must address the factors that have inspired the candidate to become a teacher and how s/he hopes to positively impact the academic and social growth of children. The essay should convey an understanding that the candidate is an outstanding future teacher. It may include personal experiences at the school site and incorporate any community service or outreach activities.

The essay must be a minimum of 300 words, typed (no longer than 400 words). The strength of the essay will be based on response to the topic, organization, clarity, and grammar.

B. List of Experience Form

Please complete this form with the work/volunteer experience you have had with children and the classes you have completed related to teaching.

C. Non-Confidential Recommendation Form

A minimum of two forms need to be completed: one from a school counselor and one from a teacher. Additional forms may be submitted.

D. Transcripts

Attach current transcripts of all high school course work completed.

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ATTACHMENT C

LIST OF EXPERIENCE

Please provide information on up to four experiences you have had working with children.
(For example: tutoring or playground supervision.) Attach additional pages if necessary.

1. Internship Volunteer Work World of Education
 Future Teacher Organization TCA Academy Class
 Other: _____

Dates: From: _____ To: _____ Hours per week: _____

Location: _____

Briefly describe your participation:

2. Internship Volunteer Work World of Education
 Future Teacher Organization TCA Academy Class
 Other: _____

Dates: From: _____ To: _____ Hours per week: _____

Location: _____

Briefly describe your participation:

3. Internship Volunteer Work World of Education
 Future Teacher Organization TCA Academy Class
 Other: _____

Dates: From: _____ To: _____ Hours per week: _____

Location: _____

Briefly describe your participation:

4. Internship Volunteer Work World of Education
 Future Teacher Organization TCA Academy Class
 Other: _____

Dates: From: _____ To: _____ Hours per week: _____

Location: _____

Briefly describe your participation:

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ATTACHMENT D(1)

Non-Confidential Recommendation Form

Name of ITRP Scholarship Candidate: _____

Please indicate your level of recommendation for the applicant.

Professional Competence	No basis for judgment	Below	Average	Outstanding
1. Demonstrates awareness of the job of a teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Shows interest in working with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates responsibility and self-initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interacts positively with pupils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shows desire to contribute to community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Personal Qualities	No basis for judgment	Below	Average	Outstanding
1. Arrives to class or tutoring assignments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends class or tutoring assignments regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is well-groomed, appropriately dressed, and practices good hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accepts guidance and suggestions from supervisors and/or teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Works well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Potential	No basis for judgment	Below	Average	Outstanding
1. Demonstrates potential as a future teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates enthusiasm for the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has desire to become a teacher and a plan to reach that goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Overall Evaluation

Do you recommend this student for a scholarship? _____

Why? _____

I have known this student for: 4+ years 3 years 2 years 1 year less than 1 year

Name of Evaluator: _____

Title: _____

School: _____

Telephone Number: _____

Signature: _____

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ATTACHMENT D(2)

Non-Confidential Recommendation Form

Name of ITRP Scholarship Candidate: _____

Please indicate your level of recommendation for the applicant.

Professional Competence	No basis for judgment	Below	Average	Outstanding
1. Demonstrates awareness of the job of a teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Shows interest in working with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates responsibility and self-initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interacts positively with pupils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shows desire to contribute to community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Personal Qualities	No basis for judgment	Below	Average	Outstanding
1. Arrives to class or tutoring assignments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attends class or tutoring assignments regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is well-groomed, appropriately dressed, and practices good hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accepts guidance and suggestions from supervisors and/or teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Works well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Potential	No basis for judgment	Below	Average	Outstanding
1. Demonstrates potential as a future teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates enthusiasm for the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has desire to become a teacher and a plan to reach that goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Overall Evaluation

Do you recommend this student for a scholarship? _____

Why? _____

I have known this student for: 4+ years 3 years 2 years 1 year less than 1 year

Name of Evaluator: _____

Title: _____

School: _____

Telephone Number: _____

Signature: _____