

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

**SUPERVISOR CHECKLIST TO ASSIST ASPIRING ADMINISTRATORS IN THE
RECOMMENDATION OF READINESS (RoR) PROCESS**

- Download (<http://AdminExamInfo.teachinla.com>) and review the following documents and resources:
 - [Administrators Guide to the RoR process](#)
 - [Success Indicators](#)
 - [RoR Signature Page](#)
 - [Certificated Candidate's Portfolio](#)
- View the online *Administrator's Guide* (<http://AdminExamInfo.teachinla.com>) to familiarize yourself with the RoR process.
- Familiarize yourself with the *Certificated Candidate's Portfolio* and other documents (i.e., classroom observation notebook, previous evaluations, etc.) that can help inform you of the individual's work performance, projects, and accomplishments.
- Prepare for the meeting with each aspiring administrator, by asking yourself the following questions:
 - What specific behavioral examples have I observed of this individual that demonstrate the competencies reflected in the *Success Indicators*?
 - What open and honest feedback will I provide to this candidate?
 - How will I encourage self-reflection?
 - What are the individual's strengths and which areas need development?
- Decide on the proficiency level for all *Success Indicator* areas
- Meet with the aspiring administrator to review and discuss his/her readiness to advance to the next level position.
- After the meeting with the individual, make a final overall determination whether he/she is ready to advance to the next level administrative position.
- On the *RoR* signature page provide comments supporting your decision.
- Contact the individual's second-level supervisor and discuss your recommendation
 - The first- and second-level supervisors will review supporting evidence to discuss the rationale and come to consensus. This discussion should also serve as an opportunity to strategize and develop solutions that will provide the necessary professional growth and experience to candidates who were not recommended.
 - The second-level supervisor completes the *RoR Signature Page*. The second-level supervisor's signature certifies that he or she supports the recommendation.
- The second-level supervisor will secure the signature of the Local District Superintendent. The Local District Superintendent's signature certifies that he or she supports the recommendation.
- All parties involved in the recommendation process will collaborate, share insight on the candidate's readiness, and make a final decision that is in the best interest of the District.

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SUPERVISOR CHECKLIST (CONT'D)

- Inform the aspiring administrator of your final decision and provide the individual with the completed *RoR* form.
- If the individual is not ready, work with the individual to prepare a plan that will facilitate professional growth.
 - Be clear on the areas that need development
 - Provide opportunity for growth and offer support and guidance, as appropriate.