

OVERVIEW

LAUSD's Paraeducator Career Office supports individuals studying to become teachers, school counselors or school psychologists. The office serves all interested LAUSD employees in Bargaining Units B and F. Most eligible employees are in the following job classifications: education aide, instructional assistant, teacher assistant, special education trainee, special education assistant, health care assistant, and children's center aide.

Programs and Services

The Career Ladder Office provides financial support, hiring assistance, career planning and academic advisement. Members may study at any accredited college or university. Support is in the form of reimbursement for educational expenses, including tuition, books, preparation for state-mandated CBEST/CSET/RICA exams, CBEST test fee, and educational advisement. Additionally, the office provides hiring assistance for qualified teachers, school counselors, and school psychologists.

Career Ladder Levels

Ladder Levels are based on two factors: 1) the number of college/university units completed, *and*
2) the number of Performance Assessments (PAs) completed. The following chart delineates units completed and Performance Assessment content areas:

Ladder Level	EDUCATIONAL BENCHMARKS	PERFORMANCE ASSESSMENTS
5	<ul style="list-style-type: none"> - B.A. or B.S. Degree completed - Credential Program enrollment 	Performance Assessment #4 Approved <ul style="list-style-type: none"> - Delivery of a lesson plan prepared by teacher and participant
4	<ul style="list-style-type: none"> - 90 semester or 135 quarter units completed 	Performance Assessment #3 Approved <ul style="list-style-type: none"> - Instructional Assistance - Introduction to Lesson Planning
3	<ul style="list-style-type: none"> - 60 semester or 90 quarter units completed - University enrollment - Declaration of credential goal 	Performance Assessment #2 Approved <ul style="list-style-type: none"> - Student Supervision - Behavior Management
2	<ul style="list-style-type: none"> - 12 semester or 18 quarter units completed 	Performance Assessment #1 Approved <ul style="list-style-type: none"> - Basic Classroom Organization - Communication Skills - Knowledge of Programs and Policies
1	<ul style="list-style-type: none"> - High school diploma or equivalent 	No Performance Assessment required

Tuition Reimbursement

Tuition reimbursement is tied to Career Ladder Levels 1-4. Career Ladder members qualify for partial tuition reimbursement for courses in which they receive a C or better. Reimbursement is granted regardless of a career goal to members at Levels 1 or 2. Members at Level 3 and 4 *must* declare a credential goal (i.e. teacher, psychologist, counselor). Reimbursement is based on the number of units completed during a single term.

The following chart describes Ladder Levels and dollars paid per unit:

Ladder Level	Semester Units		Quarter Units	
	1-6 units	7 or more units	1-8 units	9 or more units
5	\$30.00 per unit	\$60.00 per unit	\$20.00 per unit	\$40.00 per unit
4	\$25.00 per unit	\$50.00 per unit	\$17.00 per unit	\$33.00 per unit
3	\$ 20.00 per unit	\$40.00 per unit	\$13.50 per unit	\$26.50 per unit
2	\$8.00 per unit	\$10.00 per unit	\$5.50 per unit	\$7.00 per unit
1	\$5.00 per unit	\$7.00 per unit	\$3.50 per unit	\$4.75 per unit

Career Ladder members who receive Tuition Reimbursement agree to work for LAUSD for two years if offered a position or pay back money received in the last six months, if they leave the district.

To receive financial assistance at the appropriate Ladder Level, PAs must be approved at least 2 weeks prior to reimbursement dates.

Career Ladder Scholarship

The Career Ladder Scholarship Program is a state-funded scholarship program which supports future teachers studying at local community colleges, California state universities, and private institutions of higher learning.

Scholarship recipients receive up to \$3,000 per year reimbursement for educational expenses. Community college participants receive a maximum of \$1250 annually; university participants maximum of \$3000 annually.

Scholarship recipients may only pursue a K-12 grade teaching credential. They agree to:

- maintain a 2.75 grade point average or higher,
- complete eighteen semester or twenty-four quarter units per academic year (12 months), and
- work as an LAUSD teacher one year, for each year of monetary support received OR reimburse the Career Ladder for monies received.

CBEST Test Fee Reimbursement

Career Ladder Level 2 members and above are eligible for a \$40.00 CBEST test fee reimbursement. Members may request this reimbursement for two different test administrations by submitting a copy of the test scores to verify the test was taken and the CBEST Test reimbursement form within a year of the test administration. Reimbursement is provided regardless of the actual score.

Test Preparation Course Fee Reimbursement

Career Ladder Level 3 members are eligible for CBEST test **preparation course reimbursements** up to a maximum of \$125, and CSET/RICA **test preparation course reimbursements** (maximum of \$150). All test preparation courses must be administered by an accredited college/university, or approved by the Career Ladder Office. Submit original receipts, course bulletin/syllabus, and Test Preparation Reimbursement form within a year of course completion.

Hiring Assistance

The Career Ladder Office assists members with their teacher hiring and placement process. Members who are within six months of completing their teacher education program need to contact the office for further assistance.

Performance Assessments

Performance Assessments (PAs) are based on the California Standards for the Teaching Profession. PAs are activities designed to allow paraeducators to practice teaching skills under the direction of classroom teachers. Completing a PA helps focus and structure classroom experience so participants may develop the tools and confidence needed to become successful teachers.

There are four Performance Assessments (PAs) and each has one or more Performance Areas. With the guidance of a classroom teacher, paraeducators follow each PA's guidelines to determine an appropriate activity to conduct. Once a description of the activity is written, the teacher observes the paraeducator perform the activity or reviews the final product to determine proficiency of the Performance Area. The paraeducator then writes a reflection for each Performance Area and submits the signed PA to the Career Ladder Office for approval.

PAs are designed to build teaching skills as the paraeducator progresses so they must be completed sequentially. Also, a PA may only be submitted after the previous PA has been approved; therefore, one at a time.

There is no set time frame for completing PAs. A typical PA takes about a month from initial planning of an activity to the final administrator signature. Once submitted, participants should receive a letter of approval within 2 weeks. Incomplete and below standard PAs will be returned to the participant for revisions. To receive financial assistance at the appropriate Ladder Level, PAs must be approved at least 2 weeks prior to reimbursement dates.

This instrument is not a job performance evaluation.

Application Process

1. Take and submit the quiz
2. The results of the quiz are received by Career Ladder Office staff who will verify if you are eligible for the program. Information on how to begin receiving services will be sent after verification of eligibility to your LAUSDNet email account.

Single Sign On and LAUSDNet Email Account

To join online, you must use your LAUSDNet email account (known as your Single Sign On or SSO). All LAUSD employees are eligible for an LAUSD Net email account. If you do not have an LAUSD email account, [click here](#) to obtain one.

[Click here to begin your quiz](#)