

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
PARAEDUCATOR CAREER LADDER

PERFORMANCE ASSESSMENT # 1

California Standard for the Teaching Profession:
Developing as a Professional Educator

PA 1 is for placement at Career Ladder Level 2 with a minimum of 12 semester units or 18 quarter units.

SECTION I. GENERAL INFORMATION

Participant Information:

Check here if new address or other information

Last Name		First Name		M.I.
Employee #	E-mail	Message Phone () -		
Street Address				Apt/Unit #
City		State	Zip Code	
Work site		School Phone () -		

The Purpose of Performance Assessments:

The Career Ladder works with and supports LAUSD paraeducators in their pursuit of a teaching credential. Performance Assessments (PAs) were designed to give paraeducators an opportunity to develop their teaching skills with the guidance of a practicing teaching. PAs are not evaluations of job performance.

Instructions to the Career Ladder Participant:

Completing Performance Assessments:

PAs must be completed one at a time and approved sequentially. A PA must be approved by the Career Ladder Office before the next one can be submitted. The quality of the experiences and skills acquired by the individual is important. It is the responsibility of the participant to work collaboratively with a Rater to determine how the assessments will be completed. See the following procedures for completing a PA:

1. Select a Rater: The Rater can be any LAUSD employee who holds a valid teaching credential. This is typically a certificated staff member at your work site.
2. Complete each section of the Performance area in order.
 - a. Be concise, but give enough detail to answer the questions.
 - b. Have the Rater review your planned activity BEFORE you complete it. Be sure the Rater signs in Part B "Collaboration with Rater".
 - c. Arrange a day and time when you will conduct the activity while your Rater observes.
3. Conduct the planned activity for the Rater to observe. Be sure the Rater completes and signs Part D "Verify Proficiency" for each Performance Area.
4. Write a reflection for each Performance Area by completing the given prompts.
5. When all Performance Areas are completed, have the school site administrator or designee sign the Signatures section to verify the Rater was an appropriate person.
6. Sign and submit completed Performance Assessments to the Career Ladder Office, 333 S. Beaudry Ave, 15th Floor, Los Angeles, CA 90017. No faxes or emails will be accepted.
7. Please note that for this PA to apply to your Career Ladder Level for the next tuition reimbursement or scholarship payment, it must be **approved** at least two weeks prior to the deadline.

Approval of Performance Assessments:

Completed PAs are submitted to the Career Ladder Office. Certificated Career Ladder staff serve as the Reviewers. The Reviewer scores the PA according to the rubric printed on the last page by reviewing the planned activity description, Rater feedback, and Performance Area reflection. This is done as quickly as possible, usually within one week.

PAs that meet or are above standards are approved. You will receive a notice in the mail along with a copy of the next PA to be completed. The original PA is kept on file at the Career Ladder.

When a PA does not meet the standards or is incomplete, it will be returned for revision and correction. Please include the original and the revised PA when resubmitting for approval.

Performance Assessments Scoring Rubric

All Performance Assessments will be reviewed according to the following scale:

Above Standards	<ul style="list-style-type: none"> • Meets Standards • Submits additional materials as evidence, e.g., student work, photographs, and handouts • Demonstrates initiative, creativity, and originality • Presents Performance Assessment in a professional manner
Meets Standards	<ul style="list-style-type: none"> • Provides detail; Uses specifics and concrete examples • Relates to the Performance Area • Relates to teaching • Written description is clear • Complete; Participant followed directions and filled in all sections
Below Standards	<ul style="list-style-type: none"> • Lacks detail; Description needs specifics or concrete examples • Not related to the Performance Area • Not related to teaching • Written description is unclear • Incomplete; Participant did not follow directions or fill in all sections

Instructions to the Rater:

A Rater can be any LAUSD employee who holds a valid teaching credential and works with students. The Rater offers advice, reviews the planned activity, observes the activity when performed, determines if the participant has shown proficiency in the Performance Area and provides feedback on the activity to the Career Ladder participant. A different Rater may be used for each Performance Area.

To rate the PA:

1. Review the planned activity as written by the Career Ladder participant. Provide suggestions for improvement or corrections where appropriate.
2. Observe the activity.
3. Provide feedback for the participant for their own professional growth for becoming a teacher.
4. Determine whether or not the participant has shown proficiency in the Performance Area.
5. Sign the appropriate sections of the PA.
 - a. Part B: Collaborate with Rater
 - b. Part D: Verify Proficiency

Thank you for your assistance in helping this participant on their way to becoming a teacher.

Instructions to the Administrator or Administrative Designee:

Your signature is required on the Performance Assessment document for the following reasons:

- Indicates that you have been made aware that this activity is taking place at your school
- Assures that the Rater who observed the activities is a LAUSD employee who holds a valid teaching credential
- Acknowledges that this Performance Assessment is not a job evaluation

**If you have any questions or concerns, please call
the Career Ladder Office at (213) 241-4571.**

SECTION II

Performance Area # 1a: Basic Classroom Organization

The goal of this performance area is to develop skills in classroom organization.

Select an activity to perform from the options below:

- Organize materials for learning centers of daily lessons
- Organize portfolios or compile student work
- Create a bulletin board
- Organize for the display of students' work
- Administer and score formal or informal assessments
- Other: _____

A. PLAN ACTIVITY: Please use specific details to describe what you are doing.

Describe the target student population:

What is the benefit of the activity to the student(s)?

Where will the activity take place?

What materials will you need?

What are the steps in the process?

B. COLLABORATE WITH RATER *To be completed by the rater*

The rater is any certificated staff member who advises the participant with this performance area, observes the activity, and provides feedback to the participant. (See "Instructions to the Rater")

Rater Name: _____ Position: _____

I, the above named rater, have reviewed the planned activity, and verify that it meets the performance area.

Rater Signature: _____ Date approved: _____

C. PERFORM ACTIVITY 1a

Scheduled date of activity: ____/____/____

D. VERIFY PROFICIENCY *To be completed by the rater*

Date activity was performed: _____

Proficiency was demonstrated when this activity was performed: Yes No

Feedback to the participant:

What did the participant do well?

What could the participant have changed or improved upon?

Rater Signature: _____ Date: _____

E. REFLECT ON ACTIVITY & PERFORMANCE AREA *To be completed by the participant*

By performing this activity, I learned

Next time I do this type of activity, I will

SECTION III

Performance Area # 1b: Communication Skills

The goal of this performance area is to build communication skills through positive interactions and sensitivity to diversity in your community with students, staff, and parents.

Select an activity to perform from the options below:

- Participate in or translate for a Parent Conference (including I.E.P. meeting)
- Conduct a presentation to staff (Faculty, Local School Leadership, etc.)
- Other: _____

- Write notes or letters home to parents
- Conduct telephone conference with a parent

A. PLAN ACTIVITY: Please use specific details to describe what you are doing.

Describe the target student population:

What is the benefit of the activity to the student(s)?

Where will the activity take place?

What materials will you need?

What are the steps in the process?

B. COLLABORATE WITH RATER *To be completed by the rater*

The rater is any certificated staff member who advises the participant with this performance area, observes the activity, and provides feedback to the participant. (See "Instructions to the Rater")

Rater Name: _____ Position: _____

I, the above named rater, have reviewed the planned activity, and verify that it meets the performance area.

Rater Signature: _____ Date approved: _____

C. PERFORM ACTIVITY 1b

Scheduled date of activity: ____/____/____

D. VERIFY PROFICIENCY *To be completed by the rater* Date activity was performed: _____

Proficiency was demonstrated when this activity was performed: Yes No

Feedback to the participant:

What did the participant do well?

What could the participant have changed or improved upon?

Rater Signature: _____ Date: _____

E. REFLECT ON ACTIVITY & PERFORMANCE AREA *To be completed by the participant*

By performing this activity, I learned

Next time I do this type of activity, I will

SECTION IV

Performance Area 1c: Knowledge of Programs/Policies

The goal of this performance area is to increase knowledge or programs and policies related to your work and how to find them.

Select a policy by finding one at your school site or using the "Inside LAUSD" e-library to search for policies (you must activate your free LAUSD email account).

A. POLICY DETAILS *To be completed by the participant*

Name of Policy: _____

District Communication which states the policy:

- Bulletin
- Reference Guide
- Memorandum
- Other: _____

Description of Policy: (Attach more paper if necessary)

What are the details of the policy?

What is the benefit to the student(s)?

How is the policy enforced?

What responsibilities does this policy place on teachers?

B. WHO IS RESPONSIBLE FOR THIS POLICY AT YOUR SCHOOL:

This person is your rater for this section of the Performance Assessment.

Name: _____ Position: _____

C. VERIFY PROFICIENCY *To be completed by the rater*

I, the above named person, am responsible for the policy mentioned, and the participant has accurately described the policy and its significance.

Rater Signature: _____ Date: _____

SECTION V: Signatures

A. Instructions to the Administrator or Administrative Designee:

Your signature is required on this document for the following:

- Indicate that you have been made aware that this activity is taking place at your school
- Assure that the Rater(s) who observed the activities is a LAUSD employee who holds a valid teaching credential.
- Acknowledge that this Performance Assessment is not a job evaluation

This performance assessment was performed by the appropriate school staff.	
Administrator or Designee Name: _____	Title: _____
Administrator Signature: _____	Date _____

B. Career Ladder Participant Signature:

I certify that I planned and performed the activities with the appropriate school staff. I also understand that in order for my advancement of Career Ladder Level to apply towards my next reimbursement, this PA must be approved a minimum of two weeks prior to the request for reimbursement dates to qualify for payment.	
Participant Name: _____	Employee #: _____
Participant Signature: _____	Date _____

CAREER LADDER OFFICE USE ONLY

Performance Area	Above Standards	Meets Standards	Below Standards	Reason(s):
1a: Basic Classroom Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lacks detail. Description needs specifics or concrete examples. <input type="checkbox"/> Not related to this Performance Area. <input type="checkbox"/> Not related to teaching. <input type="checkbox"/> Written description is unclear. <input type="checkbox"/> Incomplete; follow directions or fill in all sections.
1b: Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lacks detail. Description needs specifics or concrete examples. <input type="checkbox"/> Not related to this Performance Area. <input type="checkbox"/> Not related to teaching <input type="checkbox"/> Written description is unclear <input type="checkbox"/> Incomplete; follow directions or fill in all sections.
1c: Knowledge of Programs/Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lacks detail. Description needs specifics or concrete examples. <input type="checkbox"/> Not related to this Performance Area. <input type="checkbox"/> Not related to teaching <input type="checkbox"/> Written description is unclear <input type="checkbox"/> Incomplete; follow directions or fill in all sections.
Signatures	Complete <input type="checkbox"/>		Incomplete <input type="checkbox"/>	

Career Ladder Reviewer: _____

Return for revisions Signature: _____ Date _____

Approved Signature: _____ Date _____