

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
PARAEDUCATOR CAREER LADDER

PERFORMANCE ASSESSMENT # 3 for PUPIL PERSONNEL SERVICES
Observing Student Assessment Teams

PA 3 is for placement at Career Ladder Level 4
with a minimum of 90 semester or 135 quarter units completed, and PA 1 and 2 approved.

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:

These Performance Assessments are aligned with the Pupil Services Standards of Program Quality and Effectiveness set forth by the State of California. It is the intent of each of the Performance Assessments to provide a learning experience in each of those standards. It is essential to the professional growth of each participant that you engage in the collaborative and reflective processes that will maximize the learning experience.

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 certificated LAUSD employee working as a counselor, psychologist or social worker. This is typically a certificated staff member at your work site.
2. Complete each section of the Performance area in order. Be concise, but give enough detail to answer the questions. Due to confidentiality issues, do not use names to identify anyone involved.
3. Collaborate with the rater on the specific meeting or student you will observe to demonstrate experience in the Performance Area **before** the observation. Be sure the Rater signs in Part A "Collaborate with Rater".
4. Obtain parental permission to observe verified by the rater.
5. Attend the designated meeting and answer the questions about your observations.
6. Write a reflection for the Performance Area by completing the given prompts.
7. Be sure the Rater completes and signs Part E "Verify Experience" for the Performance Area.
8. When the Performance Assessment is complete, have the school site administrator or designee sign the Signatures section to verify the Rater was an appropriate person.
9. 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.
10. Please note that for this PA to apply to your Career Ladder Level for the next tuition reimbursement, 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 standard 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 ASSESSMENT 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 pupil personnel services • 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 pupil personnel services • 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 credential and works as a counselor, psychologist or social worker. The Rater offers advice, reviews the planned activity, observes the activity when performed, determines if the participant has shown proficiency and provides feedback on the activity to the Career Ladder participant. A different Rater may be used for each Performance Assessment.

To rate the PA:

1. Determine an appropriate meeting for the participant to attend. Provide suggestions for observations and help obtain parental permission.
2. Conduct the meeting with the participant observing.
3. Provide feedback to the participant for their own professional growth as a pupil personnel service provider.
4. Verify whether or not the participant experienced the appropriate Performance Area.
5. Sign the appropriate portions of the PA.
 - a. Part A: Collaborate with Rater
 - b. Part E: Verify Experience

Thank you for your assistance in helping this participant on their way to becoming a pupil personnel service provider.

Instructions to the Administrator or Administrative Designee:

Your signature is required on this document for the following reasons:

- o Indicates that you have been made aware that this activity is taking place at your school
- o Assures that the Rater who observed the activities holds a valid credential and is employed by LAUSD as counselor, psychologist or social worker
- o 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 # 3: Observing Student Assessment Teams

The goal of this performance area is to observe a general education student whose behavior, social skills or poor attendance impedes academic success.

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

The rater is any certificated staff member employed as a counselor, psychologist or social worker who advises the participant with this performance area, conducts the meeting, and provides feedback to the participant. (See "Instructions to the Rater")

Rater Name: _____ Position: _____

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

Rater Signature: _____ Date approved: _____

Select the type of Assessment Team to be observed from the list below:

- Student Success Team (SST)
- School Attendance Review Team (SART)
- Other: _____
- Resource Coordinating Team (RCT)
- Specialized Services Meeting (i.e., Section 504, IEP)

Parental permission granted for observation of student and review of records:

Yes No; if no, then another student needs to be used.

B. PREPARE FOR OBSERVATION: *To be completed by the participant* Scheduled date of observation: _____

Background Information: (**DO NOT** use the student's name or identification number)

School: _____ Student's Age: _____ Grade Level: _____ Gender: _____

Reason for Referral: _____

C. OBSERVE THE MEETING *To be completed by the participant*

Answer the following questions. Please use specific details, but do not use any names to identify any individuals involved.

Titles of Individuals Present:

What was the purpose of the meeting (the goal)?

What modifications were made for the student prior to the meeting?

What student strengths were identified?

What student weaknesses were identified?

What student needs were determined?

What modifications will be made for the student as a result of the meeting?

What accommodations will be provided to help this student meet one of his/her goal?

D. REFLECT ON OBSERVATION & PERFORMANCE AREA *To be completed by the participant*

By observing this meeting, I learned

I can continue to build my knowledge in servicing students by

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

Feedback to the participant: (optional)

Rater Signature: _____ Date: _____

Date meeting was observed: _____
Experience demonstrated in this area: Yes No

SECTION III: 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

<p>This performance assessment was performed by the appropriate school staff.</p> <p>Administrator or Designee Name: _____ Title: _____</p> <p>Administrator Signature: _____ Date _____</p>
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B. Career Ladder Participant Signature:

<p>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.</p> <p>Participant Name: _____ Employee #: _____</p> <p>Participant Signature: _____ Date _____</p>

CAREER LADDER OFFICE USE ONLY

Performance Area	Above Standards	Meets Standards	Below Standards	Reason(s):
3a: Observe Student Assessment Teams	<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 pupil personnel services. <input type="checkbox"/> Written description is unclear. <input type="checkbox"/> Incomplete; needs to follow directions
Signatures	Complete <input type="checkbox"/>		Incomplete <input type="checkbox"/>	
Career Ladder Reviewer: _____				
<input type="checkbox"/> Return for revisions Signature: _____ Date _____				
<input type="checkbox"/> Approved Signature: _____ Date _____				