

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
PARAEDUCATOR CAREER LADDER

PERFORMANCE ASSESSMENT # 4 for PUPIL PERSONNEL SERVICES
Observing Student Needs

PA 4 is for placement at Career Ladder Level 5
with a Bachelor's Degree, enrollment in a credential program, and PA 1, 2 , and 3 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 # 4: Observing Student Needs

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 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: _____

B. PREPARE FOR OBSERVATION: *To be completed by the participant*

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

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

Reason for Referral: _____

Types of Records Reviewed:

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

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

Record Reviewed: _____ Date Reviewed: _____

Record Reviewed: _____ Date Reviewed: _____

C. OBSERVE THE STUDENT: *To be completed by the participant*

Observe the student in two different settings. Based on you observations, answer the following questions. Please use specific details, but do not use any names to identify the participants.

Observation 1 Setting: _____ Date of observation 1: ____/____/____

Describe the student's strengths. Include information about his/her behavior, social skills, attendance, and academic performance.

Describe modifications made for this student to increase social skills, attendance and academic success.

What resource can be accessed for this student from the following:

School

District (central and/or local)

Community (local agencies)

Observation 2 Setting: _____

Date of observation 2: ____/____/____

Describe the student's strengths. Include information about his/her behavior, social skills, attendance, and academic performance.

Describe modifications made for this student to increase social skills, attendance and academic success.

What additional resource can be accessed for this student from the following:

School

District (central and/or local)

Community (local agencies)

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

By observing this student, I learned

I can continue to build my knowledge in servicing students by

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

Dates of observations: _____

Experience demonstrated in this area: Yes No

Feedback to the participant: (optional)

Rater Signature: _____

Date: _____

SECTION III: Signatures

A. Instructions to the Administrator or Administrative Designee:

Your signature is required on this document for the following:

- o Indicate that you have been made aware that this activity is taking place at your school
- o Assure that the Rater(s) who observed the activities is a LAUSD employee who holds a valid teaching credential.
- o 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):
4: Observe Student Needs	<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 _____				