

Los Angeles Unified School District
Human Resources Division

Paraeducator Career Ladder

Performance Assessments Instructional Guide

Documentation of Teaching-Related Experience, Skill, and Knowledge
Aligned with the California Standards for the Teaching Profession

Revised October 2007

Los Angeles Unified School District Human Resources Division Paraeducator Career Ladder Performance Assessment Introduction

Rationale

It is the goal of the LAUSD Paraeducator Career Ladder to support paraeducators in the pursuit of careers in teaching and pupil personnel services. Tuition reimbursement and on-campus advisement help support participants along their University path while the completion of Performance Assessments helps focus and structure classroom experiences so participants may develop the tools and confidence needed to become successful teachers.

Design

Performance Assessments are designed to:

- Expand the Teaching-Related Knowledge Base
- Provide a Sequential Professional Growth Path
- Nurture Professional Collaboration
- Provide Professional Feedback
- Foster Self-Reflection
- Validate Paraeducator Experiences

Alignment with California Standards for the Teaching Professional

The Performance Assessments have been aligned with the **California Standards for the Teaching Profession**. Each Performance Assessment is designed to document proficiency in at least one of the standards.

Career Ladder Performance Area*	Performance Assessment Objective	California Standard for the Teaching Profession
1a. Basic Classroom Organization 1b. Communication Skills 1c. Knowledge of Programs/Policies	Paraeducators will engage in a series of activities that promote an awareness of the extended learning community. *Paraeducators must include the Reference No., Bulletin No., or Memo No.	Creating and maintaining effective environments for student learning Developing as a professional educator
2a. Student Supervision 2b. Behavior Management	Paraeducators will learn how teachers encourage constructive interactions among students.	Creating and maintaining effective environments for student learning
3a. Instructional Assistance 3b. Introduction to Lesson Planning	Paraeducator will learn how teachers organize instruction through lesson planning.	Understanding and organizing subject matter
4. Delivery of a Lesson Plan	Paraeducator will plan and deliver instruction under the guidance of a teacher.	Engaging and supporting all students in learning

* Career Ladder Members pursuing a pupil personnel services credential for employment as a counselor, psychologist, or social worker, have different Performance Assessments for PA 3 and PA 4.

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

GENERAL DIRECTIONS

Completion of a Performance Assessment (PA) is necessary for placement on the Career Ladder at Level 2 or higher. PAs must be completed in order, one at a time; whenever the participant is ready to show proficiency in that area. 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.

Both the Educational Benchmark and Performance Assessment(s) Needed must be met to be placed on the corresponding Ladder Level:

Placement at Ladder Level:	Educational Benchmark	Performance Assessment(s) Needed
5	Completed B.A. or B.S. Enrolled in a credentialing program	1, 2, 3, and 4
4	Completed 90 semester or 135 quarter units	1, 2, and 3
3	Completed 60 semester units or 90 quarter units Enrolled at a university Declared credential to be pursued	1 and 2
2	Completed 12 semester or 18 quarter units	1
1	Received High School Diploma or equivalent	None yet

INSTRUCTIONS TO THE PARTICIPANT, RATER, AND ADMINISTRATOR

Each Performance Assessment is aligned with at least one of the six Standards for the Teaching Profession 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 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 "Collaborate 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, 14th 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 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 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 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 is a LAUSD employee who holds a valid teaching credential
- o Acknowledges that this Performance Assessment is not a job evaluation

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