

Los Angeles Unified School District
Human Resources Division

Paraeducator
Career Ladder

Performance Assessment
Instructional Guide for
Pupil Personnel Services

Documentation of Experience, Skill, and Knowledge Aligned
with the Pupil Services Standards of Program Quality and Effectiveness

Revised 2007

Los Angeles Unified School District Human Resources Division

Career Ladder Performance Assessment

Introduction for Pupil Personnel Services

Rationale

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

Design

Performance Assessments in Pupil Personnel Services are designed to:

- Expand Pupil Personnel Services Knowledge Base
- Provide a Sequential Professional Growth Path
- Nurture Professional Collaboration
- Provide Professional Feedback
- Foster Self-Reflection
- Validate Paraeducator Experiences

Alignment with the Pupil Services Standards of Program Quality and Effectiveness

The Performance Assessments have been aligned with California's **Pupil Services Standards of Program Quality and Effectiveness** and are designed to provide the paraeducator with experience in these standards.

Career Ladder Performance Area*	Performance Assessment Objective	Pupil Services Standards of Program Quality and Effectiveness
1a Communication skills 1b Organization 1c Knowledge of programs/policies	Paraeducator will engage in a series of activities to support the collaboration and coordination of pupil support systems.	Developing as a pupil service professional
2a Student Supervision 2b Behavior Management	Paraeducator will encourage constructive social interactions and promote school safety.	Supervising students to nurture their educational and personal growth and development
3a Family/school collaboration 3b Community/family outreach	Paraeducator will create school, family and community partnerships.	Creating partnerships to increase students' personal, social, and academic responsibility
4 Counseling and guidance to small groups and individuals under supervision	Paraeducator will build safe, healthy and effective learning environments through coordinated prevention and early intervention programs for academic success.	Engaging and supporting all students in learning

* Only PA 3 and PA 4 are different for participants pursuing a career in pupil personnel services as a counselor, psychologist or social worker.

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 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

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 you will attend and observations you will make to demonstrate experience in the Performance Area **before** attending the meeting. Be sure the Rater signs in Part A "Collaborate with Rater".
4. Obtain parental permission to observe the meeting and have the rater verify that permission was granted.
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, 14th 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 for the participant for their own professional growth as a pupil personnel services 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 counselor, psychologist or social worker.

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

Acknowledgments

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Sylvia Dean, Coordinator, Psychological Services
Cheryl Fayson, Field Coordinator, Pupil Services and Attendance

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