BOOST CLASSROOM EXPERIENCE # 2:  
Planning and Preparation

SECTION I: GENERAL INFORMATION

Member Information:  
Check here if new address or other information □

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last 4 digits of SSN</th>
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<tr>
<th>Employee #</th>
<th>E-mail</th>
<th>Message Phone</th>
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<thead>
<tr>
<th>Street Address</th>
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<thead>
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<thead>
<tr>
<th>Work site</th>
<th>School Phone</th>
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The Purpose of BOOST Classroom Experiences

The Career Ladder works with and supports LAUSD paraeducators and classified staff in their pursuit of a teaching credential through Building Our Own Staff as Teachers (BOOST). BOOST Classroom Experiences (CEs) are designed to give BOOST members an opportunity to develop their teaching skills with the guidance of a practicing teacher, Teaching Coach. **CEs are not evaluations of job performance.**

Instructions to the BOOST Member

**Completing BOOST Classroom Experience #2:**

Classroom Experiences (CEs) must be completed one at a time and approved sequentially. A CE must be approved by the Career Ladder Office before the next one may be submitted. The quality of the experiences and skills acquired by the individual is important. It is the responsibility of the BOOST member to work collaboratively with a Teaching Coach (Coach) to determine how the experiences will be completed. See the following procedures for completing a CE:

1. Select a Teaching Coach: The Coach may be any LAUSD employee who holds a valid teaching credential and who you will be able to meet with and observe in the classroom. This is typically a certificated staff member at your work site.

2. Complete each section of the CE in order. Be concise but give enough detail to answer the questions.

3. Meet with Teaching Coach to review the selected Focus Element and plan an appropriate experience to observe. It is suggested to agree upon an authentic experience that will occur in the classroom where the BOOST member can observe the results of the Planning and
Preparation. Complete Part A: Pre-Experience Conference on page 4, and Part B: Experience Date, on page 5.

4. Create a Lesson Plan for the Focus Element selected based on the Pre-Experience Conference.

5. Observe a lesson; be sure to review the Teaching Coach’s lesson plan. Complete Part C: Observations During CE on page 5.

6. Complete Part D: Reflect on Experience and Focus Element, found on page 6, immediately following the Classroom Experience.

7. Discuss/debrief CE with Teaching Coach after observation. Have the Coach complete and sign Part E: Teaching Coach Verification on page 7.


9. When all Sections are completed, have the school site administrator or designee sign Part G: Administrator Signature on page 7.


11. Please note that BOOST Classroom Experiences must be completed in order and a minimum of one per academic year to remain an active BOOST member and to qualify for financial assistance.

Approval of BOOST Classroom Experiences:

Completed CEs are submitted to the Career Ladder Office. Certificated Career Ladder staff serve as the Reviewers. The Reviewer scores the CE according to the rubric printed on the last page by reviewing the Observations During CE, Coach feedback, and Instructional Standard reflection. This is done as quickly as possible, usually within two weeks.

CEs that meet the standards are approved. You will receive a notice in the mail and/or email. A digital copy will be scanned to your online profile at the Career Ladder Office.

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

**BOOST Classroom Experiences Scoring Rubric**

All BOOST Classroom Experiences will be reviewed according to the following scale:

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<tr>
<td>- Provides detail; uses specific and concrete examples</td>
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<tr>
<td>- Relates to the Instructional Standard</td>
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<tr>
<td>- Relates to teaching</td>
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<tr>
<td>- Written description is clear</td>
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<tr>
<td>- Complete; member followed directions and filled in all sections</td>
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Instructions to the Teaching Coach

A Teaching Coach may be any LAUSD employee who holds a valid teaching credential and works with students. The Teaching Coach offers advice, discusses the planned activity, conducts the activity, and debriefs with BOOST member upon conclusion of activity. A different Teaching Coach may be used for each Instructional Standard.

Process Overview:

1. Pre-Experience Conference with the BOOST member.
   a. Select a Focus Element and review the Teaching and Learning Framework for that Instructional Standard and Focus Element.
   b. Plan an appropriate activity to demonstrate that Focus Element. Provide suggestions for the BOOST member on “things to look for” during the activity. Be sure to refer to the Teaching and Learning Framework to ensure that the activity described reflects planning for effective and highly effective levels of proficiency.

2. Classroom Experience:
   a. Teaching Coach conducts the planned activity, while BOOST member takes observation notes.

3. BOOST member to complete reflection prompts.

4. Post-Experience Review with BOOST Member
   a. Review the objective descriptions of what was observed to determine relevance to the Focus Element selected.
   b. Provide feedback for the member for their own professional growth for becoming a teacher.
   c. Complete and sign Part E: Teaching Coach Verification on page 7.

Thank you for your assistance in helping this BOOST member take the next steps to becoming a teacher.

If you have questions or concerns, please call the Career Ladder Office at (213) 241-4571.
SECTION II: CLASSROOM EXPERIENCE

Classroom Experience # 2: Instructional Standard - Planning and Preparation

The goal of this Instructional Standard is to use pedagogical content knowledge as well as information about students’ academic strengths and needs to plan instruction in the particular subject area. The planned activities are designed to engage all students in cognitively challenging work that is aligned to the standards.

Select ONE Focus Element to experience from the options below:

BOOST members may refer to resources provided on the Career Ladder website, achieve.lausd.net/STEPUP.

☐ Focus Element 1a2: Develop a lesson plan addressing learning objectives, academic learning standards, language, formal and informal assessments, instructional strategies, and resources/ materials for the student population you currently work with. Lesson plans are not limited to a specific format.

☐ Focus Element 1b1: Use student information provided by the teaching coach for a minimum of five students to develop instructional groups based on skills, knowledge and language proficiency. Provide a detailed explanation as to how this information could be used to plan a lesson.

☐ Focus Element 1d1: Examine two instructional standards or differentiated alternative materials which provide a means of access to standards-based instruction for students. Provide a description of the two standards and how you would differentiate the learning objective for the students.

☐ Other (based on Standard 1): __________________________________________

A. PRE-EXPERIENCE CONFERENCE: Please review the elements in the LAUSD Teaching and Learning Framework (last page in this packet) and use specific details to describe what you are doing. Please submit additional pages if more space is needed. Teaching Coach and BOOST Member review together during conference.

Describe the target student population:
____________________________________________________________________________________

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

Which resources will you use?
____________________________________________________________________________________

How will you differentiate your planning and preparation for the student population in the class?
____________________________________________________________________________________

List the steps in the planning and preparation process.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
### B. CLASSROOM EXPERIENCE

<table>
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<tr>
<th>Scheduled date: <strong><strong><strong>/</strong></strong><em>/</em></strong>___</th>
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<tbody>
<tr>
<td>BOOST Member to observe a lesson by the Teaching Coach.</td>
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### C. CLASSROOM EXPERIENCE NOTES:

*To be completed by the BOOST member: Use this space to take notes on how and why the lesson was modified from the Lesson Plan. Attach extra paper as necessary.*
D. REFLECT ON EXPERIENCE & FOCUS ELEMENT  To be completed by the BOOST member

Review the focus elements in the LAUSD Teaching and Learning Framework and California Standards for the Teaching Profession (last page in this packet) to reflect upon this experience.

What did you learn about Planning and Preparation?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

As you reflect on the Classroom Observation, what do you think went well?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
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How did the knowledge of the students inform your lesson planning?

______________________________________________________________________________________
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Next time you plan or prepare for a lesson, what will you do differently? Discuss potential next steps for professional growth.

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SECTION III: SIGNATURES

E. TEACHING COACH VERIFICATION *To be completed by the Teaching Coach*

Focus element: ___________________________  Date materials were reviewed: ____________

Review of Lesson Plan created by BOOST Member:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Level of Proficiency:  Ineffective □  Developing □  Effective □  Highly Effective □

*Feedback to the BOOST member:*

What did the BOOST member do well?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
What could the BOOST member have changed or improved upon?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Teaching Coach Name: ___________________________  Position: ___________________________

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

Signature: ___________________________  Date approved: ____________

F. BOOST MEMBER SIGNATURE:

I certify that I observed the activity and met with the Teaching Coach for Pre and Post conferences related to this activity. I also understand that BOOST Classroom Experiences must be completed in order and a minimum of one per academic year to remain an active member and to qualify for financial assistance.

Member Name: ___________________________  Employee #: ___________________________

Member Signature: ___________________________  Date ____________
G. ADMINISTRATOR SIGNATURE:

Instructions to the Administrator or Administrative Designee:
Your signature is required on the BOOST Classroom Experience document for the following reasons:
- Indicates that you have been made aware that this activity is taking place at your school
- Assures that the Teaching Coach who conducted the activities is an LAUSD employee who holds a valid teaching credential
- Acknowledges that this BOOST Classroom Experience is not a job evaluation

Thank you for your assistance in helping this BOOST member take his/her next steps to becoming a teacher. **If you have questions or concerns, please call the Career Ladder Office at (213) 241-4571.**

This BOOST Classroom Experience was performed by the appropriate school staff.

Administrator or Designee Name: ___________________________ Title: ___________________________

Administrator Signature: ___________________________ Date ________________

**CAREER LADDER OFFICE USE ONLY**

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<thead>
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<th>Performance Area</th>
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<th>Reason(s):</th>
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<td>□ Lacks detail. Description needs specifics or concrete examples.</td>
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<td>□ Not related to this Performance Area.</td>
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<td>□ Not related to teaching.</td>
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<tr>
<td></td>
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<td>□ Incomplete; follow directions or fill in all sections.</td>
</tr>
<tr>
<td>Signatures and Feedback</td>
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<td>Incomplete</td>
<td>□ Missing Rater’s signature or feedback</td>
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<td>□ Missing Participant signature or information.</td>
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BOOST Reviewer: __________________________________________________________

□ Return for revisions  Signature: ___________________________ Date ________________

□ Approved  Signature: ___________________________ Date ________________
Please review these rubrics as you plan your activity for RISE # 2
Click on this link to access LAUSD Teaching and Learning Framework Rubrics (focus elements only):
https://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domai...