

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Paraeducator Career Ladder
BOOST Policy Guide

The Building Our Own Staff as Teachers (BOOST) Program is designed for classified staff who intend to become certificated teachers in areas identified of need for the District.

Current credentials subject/specialty areas are:

Special Education (SPED):

Mild/Moderate Disabilities
Moderate/Severe Disabilities
Early Childhood Special Education
Deaf and Hard of Hearing
Physical and Health Impairments
Language and Academic Development
Visual Impairments

Single Subjects:

Chemistry
Physics
World Languages Other than English (in the languages listed below)

Any Preliminary Credential with a Bilingual Authorization in the following Languages:

Arabic
Armenian
French
Korean
Mandarin
Spanish

BOOST supports current District classified staff with mentoring and guidance in regards to academic advisement, credential requirements and the District's eligibility process for teachers. Financial assistance is provided in the form of educational reimbursements for tuition and textbooks, and credential costs including testing fees and preparation course vouchers or reimbursements, and credential fee reimbursements. The program supports participants who have completed a minimum of 60 semester units in college through a preliminary teaching credential.

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BOOST Steps

Steps at which a member is participating are based on the combination of three areas of progress:

- 1) Educational benchmarks based primarily on the number of college/university units
- 2) Credential requirement
- 3) Classroom Observations/Experiences

The goals for each step are as described in the following chart:

STEP	Educational Benchmarks	Completion of Credential Requirements	Classroom Observations/Experiences
5	- Completion of Preliminary Credential (with bilingual authorization, if declared)	Reading Instruction Competence Assessment (RICA) (For SPED and Elementary Only)	<i>Teaching Performance Assessment (TPA) as required by the Teacher Preparation Program</i>
4	- Completion of Baccalaureate degree -Enroll in a Teacher Preparation Program	CTC Subject Matter (and Language if bilingual) competence (CSET or equivalent)	Observation #4 Delivery of Instruction
3	- Completion of 90 semester units	US Constitution (Commission accepted course or exam)	Observation #3 Additional Professional Responsibilities
2	-Enroll in a baccalaureate program	Basic Skills Requirement (CBEST or equivalent)	Observation #2 Planning and Preparation
1	- Completion of 60 semester units	Individualized Education Specialist Pathway	Observation #1 Classroom Environment

Participants must complete all three goals of each Step in order to move to the next Step. In addition, the goals on all previous Steps must be completed in order to match the current educational benchmark. Participants will have a maximum of two years to complete each Step. In addition to the BOOST Step requirements, participants must also remain in good standing by:

- Maintaining a cumulative GPA of at least 2.75
- Making adequate academic progress towards credential completion by 2022
- Meeting with a BOOST mentor annually
- Attending and completing designated Career Ladder professional development including classroom observations
- Meeting District attendance requirements
- Receiving an annual principal/supervisor endorsement to continue in the program

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Financial Assistance

BOOST members will receive up to \$4,000 in financial assistance depending on progress towards a credential. All BOOST members must start while a classified employee, but will continue to receive support until the requirements for the preliminary credential goal are completed, regardless of employment as classified or certificated. Due to the broad range of job classifications and assignments, portions of the \$4,000 will be made available as a maximum allowance in each category based on each participant’s status as follows:

Participation Year	Status of Participant	Tuition and Textbooks	Test Fees	Test Preparation and Materials	Other Credential Expenses	Release Time
Year 1 – 4: Classified Staff	Non-Bachelor’s degree, but minimum of 60 semester units	\$2,500	\$500	\$500		\$500
	Bachelor’s degree; not Intern Eligible, may be enrolled in credential program	\$2,500	\$500	\$500		\$500
	Non-bachelor’s degree with test completed or waived; or Bachelor’s degree; Intern Eligible, may be enrolled in credential program	\$3,500				\$500
Year 2-5: Certificated Teacher	Provisional Teacher; not Intern Eligible	\$2,000	\$500	\$500	\$500	\$500
	Provisional Teacher; Intern Eligible OR University Intern	\$3,500			\$500	
	District Intern	\$3,500			\$500	

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Educational Reimbursements

BOOST members qualify for partial tuition and textbook reimbursement for courses in which they receive a grade of B or better, while maintaining a cumulative GPA of 3.00 and paid for with personal funds and/or a student loan. All coursework must be completed at an accredited college or university and must be required for completion of a baccalaureate degree or credential. Tuition and textbook reimbursements are based on the type of college/university program enrolled as follows:

Type of enrollment	Per Semester Unit	Maximum Per Year
Community college	\$40	\$1,000
4-year college or university	\$200	Up to \$3,500
Textbooks	--	\$1,000

Any Classroom Observations/Experiences required for the BOOST Step must be approved at least 2 weeks prior to the reimbursement request deadline.

Credential Testing Reimbursements

BOOST members in good standing are eligible for fee waivers and/or reimbursements for test preparation course and/or materials and test examination fees that are required in order to meet state credential requirements. Specifically, the California Basic Skills Exam (CBEST) which meets the basic skills requirement, the California Subject Exam for Teachers (CSET) which meets the subject matter and language competency requirements, and the Reading Instruction Competence Assessment (RICA) which meets the reading instruction requirement.

Preparation Course Enrollment and Test Vouchers

Members may request course enrollment and/or a test voucher to cover the cost up front.

To sign up for a BOOST approved preparation course as listed on the website, complete the enrollment request form up to two weeks prior to the posted registration deadline. Members will receive a confirmation email for an in-person course or an access email for online preparation. LAUSD email addresses will be used; all LAUSD

employees are responsible for checking their LAUSD email on a daily basis. The participant must attend all sessions of the preparation course and submit a certificate of completion within 3 months to remain in good standing. The value of the preparation course is deducted from the members allowance for the requested test and considered funds received for payback purposes. If a registered participant needs to cancel, the Career Ladder office must be notified at least two business days prior to the start of the preparation course. Participants who do not attend or properly cancel may not be eligible for future fee waivers or reimbursements, and may be dropped from the BOOST program, which would result in the repayment of all funds or value of services received, including but not limited to tuition reimbursement, test preparation fee waivers and test fee vouchers.

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Members may request a test voucher for the desired test by submitting the test voucher request, which includes the testing Candidate ID at least 2 weeks prior to regular registration deadlines. Approved requests will receive an email with a voucher code to complete the test registration process. Once participants receive the score report for the testing administration, it must be submitted to the Career Ladder office within 6 months to verify completion of the test; passage of the test is not required for verification. The value of the test voucher is deducted from the member's allowance for the requested test and considered funds received for payback purposes. If a registered participant needs to cancel, the Career Ladder office must be notified at least two business days prior to the start of the preparation course. Participants who do not attend or properly cancel may not be eligible for future fee waivers or reimbursements, and may be dropped from the BOOST program, which would result in the repayment of all funds or value of services received, including but not limited to tuition reimbursement, test preparation fee waivers and test fee vouchers.

Testing Reimbursements

Members may choose to pay for a preparation course and/or materials or test fee ahead of time and request a reimbursement afterwards. Preparation courses must be administered by a formal preparation program; verify with the Career Ladder office that the course will qualify for reimbursement prior to enrollment. BOOST participants are eligible for reimbursements for test fees for examinations that are required in order to meet state credential requirements. Receipt of payment, course completion verification or test scores must be submitted with the reimbursement request form. Passage of the examination itself is not required for reimbursements; request of score reports is for verification of completion of the examination. Reimbursement requests must be submitted on the appropriate request form with all required documentation within 6 months of the purchase, completion of the preparation course or testing administration.

Credential Testing Voucher and/or Reimbursements Allowance

Fee waiver/voucher values and reimbursement totals will be combined when considering maximum amounts received. Participants in good standing may receive reimbursements according to progress towards a credential as in the chart on page 2.

Reimbursement Requests

All requests for reimbursements must be made using the appropriate forms and submitted to verification of payment and completion of course, test, preparation, etc. Requests must be made within 90 days of completion. Please allow for 6-8 weeks for processing of reimbursements. All reimbursements are dispersed on the participants pay warrant, which is not reportable as income.

Classroom Observations/Experiences

Classroom Observations/Experiences are based on the Teaching and Learning Framework and designed to provide participants with an opportunity to identify effective teaching practices and develop teaching skills under the direction of classroom teachers. Completing an observation helps focus and provide structured classroom experiences in order to develop the tools and confidence needed to become an effective teacher. Classroom Observations/Experiences are for the growth and development of the member as a teacher and not an evaluation of job performance, and not to be used as such.

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There are four Classroom Observations/Experiences and each has one or more Focus Elements or Teaching Standards based on the Teaching and Learning Frameworks. With the guidance of a credentialed classroom teacher, BOOST participants follow the observation guidelines to determine an appropriate activity to demonstrate effective practice of the designated Focus Element(s). Observations are designed to build effective teaching skills as the member progresses throughout the program, requiring that they be completed sequentially. An observation may only be submitted after the previous observation has been approved.

There is no set time frame for a single observation to be completed. A typical observation should take about a month from initial planning to the reflection on the performance of the activity and approval signature of the school site administrator. Once completed observations are submitted to the Career Ladder office for final review, members should receive a letter of approval within two weeks (except during holidays and unassigned times). Incomplete and ineffective observations will be returned for revisions.

To qualify for financial assistance for the appropriate Step and remain in good standing, observations must be approved at least two weeks prior to reimbursement submission deadlines or annual progress meetings.

Mentoring and Hiring Assistance

BOOST Mentors will meet with members to create an Individualized Mentorship Pathway (IMP) to obtain a teaching credential. BOOST member progress will be monitored and updated annually. Members at Steps 4 and 5 will receive hiring assistance in the form of individual guidance through the recruitment and selection eligibility process. BOOST members still need to successfully complete the certificated full-time pre-employment eligibility process in order to accept an offer of a full-time contracted position with the district. BOOST participation is not a guarantee of eligibility nor a guarantee or offer of a teaching position with LAUSD.

Responsibilities of the Member

The minimum requirements to maintain good standing as a BOOST member are:

1. Be employed as a classified employee with the Los Angeles Unified School District and remain employed until the credential stated as the members goal is obtained.
2. Maintain a minimum cumulative GPA of 3.00.
3. Make adequate academic progress towards credential completion by 2022
4. Satisfy the requirements to advance to the next Step in the program as described in the BOOST policy guide within two years of meeting current Step requirements.
5. Receive annual principal/supervisor endorsement and ninety-six percent attendance rate.
6. Obtain the selected credential within a reasonable amount of time as determined by the member's status upon entering the program and the Individualized Mentorship Pathway planned with a BOOST mentor.
7. Work for a year as an LAUSD preliminary credentialed teacher in a full-time certificated position, if a position is offered, for every year that BOOST support is received.

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BOOST Commitment

BOOST members who receive reimbursement are required to serve LAUSD students for a year as a probationary and/or permanent certificated employee for each year of program support. Those participants who do not meet the annual requirements of the program or do not complete the commitment of work for any reason will be required to pay the District back for all financial assistance received throughout the program.