



## Aspiring Assistant Principals Program (AAPP) 2018-2019 Frequently Asked Questions (FAQs)

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*The AAPP is a professional development opportunity for LAUSD employees who aspire to assume the role of assistant principal in the 2019-2020 school year. The program is designed to provide targeted sessions aligned to the LAUSD School Leadership Framework (SLF) in the areas of data-driven instructional and operational leadership.*

### **Q. Who is eligible to apply for the Aspiring Assistant Principals Program?**

**A.** LAUSD employees who have:

- At least one year (by June 28, 2019) of verifiable full-time experience in a non-classroom leadership position (e.g., coordinator, instructional coach, dean, lead teacher, etc.)
- At least five years of successful full-time certificated service in a public school

*\*See the memorandum (MEM-053501.1) for a full list of requirements.*

### **Q. How can I confirm that my credentials and service requirements are on file with the district?**

**A.** Contact Human Resources at 213-241-6886. All requirements and credentials must be on file by the application deadline – September 12, 2018 at 5:00 pm. Applications with missing documentation cannot be reviewed.

### **Q. What can help me determine if I'm ready for this program?**

**A.** Before you begin the application process, including letter of intent and resume:

- Reflect on your leadership experiences using the Self-Assessment (Attachment B) and the SLF as guidance to identify some of the leadership situations and tasks you've faced, actions you've taken, and results achieved;
- Speak with your immediate supervisor to gain his/her observations of your leadership skills and practices;
- Consider your reflection and the feedback conversation to help you determine if you're ready to apply, or if you may need to gain additional leadership experiences before applying to this program.

### **Q. What should my supervisor consider before deciding whether to sign off on my application?**

**A.** Ensure that you've engaged in the feedback conversation (mentioned above) with your supervisor. This conversation (which should be held prior to completing your application packet) along with your personal reflection using the Self-Assessment and SLF, should provide insight to both you and your supervisor regarding your readiness for the program. The Supervisor's Guide (Attachment C, page 1) provides detailed information for your supervisor on the decision process.

### **Q. The application requires a supervisor's verification of my Self-Assessment (Attachment B) ratings and descriptions of the work I've done as well as his/her signature for the Endorsement Page (Attachment C). However, the supervisor has only been here a short time and does not feel familiar enough with my work. Who should sign off?**

**A.** Consider having your previous supervisor review and sign off on Attachment B to verify work performance and ratings on the Self-Assessment, then share the document with your current supervisor. This might provide valuable information to your current supervisor and might inform his/her decision regarding the Endorsement Page (Attachment C). The Endorsement Page must be completed by the current supervisor.

### **Q. My position is shared by two or more schools. Which principal should sign off on Attachments B and C?**

**A.** The principal who is most familiar with your work and who can best speak to the accuracy of your Self-Assessment should sign off to verify the Self-Assessment and to determine whether he/she will approve the Endorsement Page. Each principal should be made aware that you are applying to the AAPP.

### **Q. My supervisor is located at the downtown headquarters building or at a local district. However, I am assigned to a school site, and the principal is most familiar with my work. Who should sign off on Attachments B and C?**

**A.** The Endorsement Attachment C must be signed by your supervisor of record. If the principal is the administrator who most closely observes your work and who can best speak to the accuracy of your Self-Assessment, he/she should sign off to verify the Self-Assessment. The Self-Assessment Attachment B may be a useful reference point when you are seeking your supervisor's signature. It's important to ensure that both administrators are aware that you are applying to the AAPP.



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**Q. I downloaded the memorandum, but I'm having trouble typing into the attachments.**

**A.** We recommend that you download the memorandum again. The memorandum can be accessed from the Professional Learning and Leadership Development (PLLD) site <https://achieve.lausd.net/plld>. From PLLD select the "Leadership Development" drop down menu and hover over "Aspiring Programs" to select the Aspiring Assistant Principals Program (AAPP) page. Scroll down to the bottom of the page to "Application Process" and select "click here" to access the application procedures and fillable attachments. This will take you to LAUSD's e-Library. From this point, scroll down and find Attachments, located at the left side of the screen near the bottom. From here, download Attachments A, B and C. Each one is a fillable Word document.

**Q. What are the steps and the expected timeline once the application period closes?**

**A.** The overall steps are as follows:

- All applicants' names and employee numbers are submitted to Human Resources for screening to determine if basic application criteria are met.
- Names of applicants meeting all basic criteria are provided to the PLLD Branch for paper-screening of the application materials. Applications are screened and scored by district administrators who are calibrated in using rubrics designed to assess quality of the applications and the apparent readiness of the applicant for success in the program and beyond.
- Applicants who pass the paper-screening process are scheduled to interview for the program. Administrators from across the District partner with the PLLD administrative team to conduct the interviews.
- Applicants who are successful in the interview process are invited to participate in the AAPP cohort.
- Depending upon the volume of applications, this overall process may take approximately five weeks.

**Q. How many people will be admitted into the program?**

**A.** The district does not set a maximum number of participants. Because the screening process detailed above is criteria-based, the PLLD branch will be able to serve qualified participants, either in the face-to-face sessions or via the virtual cohort format.

**Q. What if I still have questions?**

**A.** You may contact Maria Sotomayor at [msotomay@lausd.net](mailto:msotomay@lausd.net), Debbi Laidley at [debra.laidley@lausd.net](mailto:debra.laidley@lausd.net), or you may call the PLLD Branch at 213-241-3444.