

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Career Ladder
STEP UP and Teach Principal/Supervisor Recommendation Form

SECTION 1: (To be completed by the applicant)

Check One: Applicant or Member

APPLICANT/MEMBER INFORMATION	
Applicant/Member Name:	Employee Number:
Work Site:	Job Class:
Principal:	Site Supervisor, if not principal:

APPLICANT/MEMBER AUTHORIZATION STATEMENT
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I am an applicant/member of the Supporting Teacher Preparation and Undergraduate Program (STEP UP and Teach) with the Los Angeles Unified School District Career Ladder. Since this requested reference will be criterion for admission decisions or continued membership for the program, your assistance in the completion of this evaluation is appreciated. Please answer the questions below regarding my employment, professional and personal qualities and potential as an effective teacher/certificated staff member. I understand that I waive my right to access to this recommendation and authorize LAUSD to collect any information orally or in writing about my qualifications for the sole purpose of admission to STEP UP and teach by signing below.

Applicant Signature: _____ Date: _____

SECTION 2: (To be completed by the principal or site supervisor/teacher)

NOTE: If completed by an administrative designee or site supervisor/teacher who is not the principal, the submitted reference must be endorsed by the principal as well.

To Evaluator: Please return completed form by uploading it to <http://go.teachinla.com/ladderdocs>

Contact the Career Ladder via David Arnold, dwa3646@lausd.net for technical questions on submitting this form.

ATTENDANCE VERIFICATION

Please verify overall attendance of this individual.

- Meets LAUSD 96% attendance requirement. Explanation: _____
- Does not meet LAUSD 96% attendance requirement.

PERSONAL QUALITIES					
	Ineffective	Developing	Effective	Highly Effective	Not Observed
A. Conducts self in professional manner at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Written and verbal communication with all stakeholders is informative, clear and coherent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Makes informed, sound decisions at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Successfully engages in collaboration with co-workers and stake holders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Demonstrates a high standard of ethical conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Self-motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Perseveres in the face of challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PROFESSIONAL COMPETENCE/TEACHING POTENTIAL					
	Ineffective	Developing	Effective	Highly Effective	Not Observed
H. Plans and executes workplace duties with the end goal in mind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Provides excellent service that meets the needs of students and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Meets professional obligations and responsibilities, including supervision of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Able to effectively utilize resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Embraces opportunities for professional growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Demonstrates a willingness to go above and beyond to ensure success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REMARKS:					

ENDORSEMENT

Would you endorse this individual as a future teacher or Related Services employee? If "No", please explain.

- Yes, I do endorse. Explanation: _____
- No, I do not endorse. | _____

If given the opportunity, would you hire this individual future teacher or Related Services employee at your school site? If "No", please explain.

- Yes, I would hire. Explanation: _____
- No, I do not endorse. | _____

Please verify dates of assignment as supervisor of this individual.

From: _____ To: _____ School Site: _____
MM/YYYY MM/YYYY or Present if still there

I have personally completed this form **without** revealing its contents to the applicant. By signing, I verify that the above is accurate and reflects my experience as the supervisor of the individual. Return completed forms to the STEP UP office via fax to (213) 241-8465 or scan and email to STEPUP@lausd.net.

Supervisor Signature : _____ Date: _____
 Supervisor Name: _____ Supervisor Title: _____
 LAUSD Email: _____ Contact Number: _____

Principal's Endorsement-If supervisor is not the school site principal.

I have reviewed and agree with the ratings and recommendations provided on this form as completed by the applicant's/member's supervisor.

Signature of Principal: _____ Date: _____
 Name of Principal: _____