Aspiring Principals Program (APP)
2022-2023 Frequently Asked Questions (FAQs)

The APP is a professional development opportunity for LAUSD employees who aspire to assume the role of principal in the 2023-2024 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 Principals Program?
A. LAUSD employees who have:
- At least two years of service in a school-based administrative position or a non-school-site supervisory position utilizing an administrative credential (such as assistant principal or equivalent position) by June 30, 2023.
- At least eight years of successful full-time certificated service in a public school.

  See MEM-053500.4 for a full list of requirements and for information regarding Pilot School candidates and Early Education Center (EEC) candidates.

Q. How can I confirm that my credentials and service requirements are on file with the district?
A. Contact Aida Rodriguez at (213) 241-6886, Human Resources Division. All requirements and credentials must be on file by the application deadline-August 26, 2022 at 3:00 p.m.

Q. What can help me determine if I am ready for this program?
A. We recommend the following steps:
- Ensure that you meet the minimum eligibility requirements, as detailed in MEM-053500.4;
- Speak with your immediate supervisor to inform them of your intention to apply to this program and receive their initial verbal endorsement;
  - Reflect on this conversation to help you determine if you are ready to apply, or if you may need to gain additional leadership experiences before applying to this program;
- Reflect on your leadership experiences using the Self-Assessment Determination of Readiness and Scenarios (Attachment A) and use the *SLF* as a guide to identify some of the leadership situations and tasks you have faced, actions you have taken, and results achieved;
- Schedule a follow up appointment with your supervisor to have a conversation and have them review your application and readiness for the program.

Q. What should my supervisor consider before deciding whether to sign off on my application?
A. Your supervisor should consider your Self-Assessment Determination of Readiness and Scenarios responses and the feedback conversation which followed. These should provide insight to both you and your supervisor regarding your readiness for the program. The Supervisor's Guide (Attachment B) provides detailed information for your supervisor on the decision process.

Q. The application requires a supervisor's endorsement of my readiness for the program; however, my supervisor has only been here a short time and does not feel familiar enough with my work. Who should sign off?
A. The Endorsement Page must be completed by the current supervisor. However, consider having your previous supervisor review Attachment A to verify work performance and ratings on the Self-Assessment, then share the document with your current supervisor. This might provide valuable

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information to your current supervisor and might inform his/her decision regarding the Endorsement Page (Attachment B).

Q. My position is shared by two or more schools. Which principal should sign off on Attachment B?
A. The principal who is most familiar with your work and who can best speak to the accuracy of your Self Assessment should sign the Endorsement Page (Attachment B). Each principal should be made aware that you are applying to the APP.

Q. I downloaded the memorandum, but I'm having trouble typing into the Attachment A.
A. We recommend that you search for the memorandum again from the LAUSD's e-Library, and download Attachment A located under the memorandum. This attachment 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 Administrator Development and Support Branch for paper-screening of the application materials. Applications are screened and scored by Local District Principal Supervisors who are calibrated in using rubrics designed to assess the 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. Local District Principal Supervisors and Administrative Development and Support administrative team members partner to conduct the interview process.
- Applicants who are successful in the paper screening and interview processes are invited to participate in the APP cohort.
- Depending upon the volume of applications, the anticipated timeline for notification for acceptance into the program is the week of September 26, 2022.

Q. How many people will be admitted into the program?
A. The district does not set a minimum number of participants. Because the screening process detailed above is criteria-based, the Administrator Development and Support Branch will be able to serve all qualified participants.

Q. What if I still have questions?
A. You may contact Rosie Elmore (rguerr9@lausd.net) or you may call the Administrator Development and Support Branch at 213-241-3444.