LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Special Education Career Ladder
STEP UP Principal Recommendation Form

SECTION 1: (To be completed by the applicant)

APPLICANT INFORMATION	
Applicant Name:	Employee Number:
Work Site:	Job Class:
Class assignment:	Number of years at this site:
Principal:	

APPLICANT AUTHORIZATION STATEMENT

I am an applicant for the Special Education Teacher Preparation and Undergraduate Program (STEP UP) with the Los Angeles Unified School District Special Education Career Ladder. Since this requested reference will be criterion for admission decisions 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 Special Education teacher. 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 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 directly to the STEP UP office.

LAUSD mail: HR Division-STEP UP, Beaudry -15th Floor; Fax: (213) 241-8465; or Email: ladder@lausd.net.

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	☐	☐	☐	☐	☐
B. Written and verbal communication with all stakeholders is informative, clear and coherent.	☐	☐	☐	☐	☐
C. Makes informed, sound decisions at all times.	☐	☐	☐	☐	☐
D. Successfully engages in collaboration with co-workers and stake holders.	☐	☐	☐	☐	☐
E. Demonstrates a high standard of ethical conduct	☐	☐	☐	☐	☐
F. Self-motivated	☐	☐	☐	☐	☐
G. Perseveres in the face of challenges	☐	☐	☐	☐	☐

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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	☐	☐	☐	☐	☐
I. Provides excellent service that meets the needs of students and parents.	☐	☐	☐	☐	☐
J. Meets professional obligations and responsibilities, including supervision of students.	☐	☐	☐	☐	☐
K. Able to effectively utilize resources	☐	☐	☐	☐	☐
L. Embraces opportunities for professional growth	☐	☐	☐	☐	☐
M. Demonstrates a willingness to go above and beyond to ensure success.	☐	☐	☐	☐	☐
ADDITIONAL REMARKS:					

ENDORSEMENT

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

☐ Yes, I do endorse.   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 ladder@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 supervisor.

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

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