



Human Resources Division  
333 South Beaudry Avenue, 14<sup>th</sup> Floor  
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## Aspiring Principals Program (APP) 2024-2025 Frequently Asked Questions (FAQs)

*The APP is a professional development program for LAUSD employees who aspire to assume the position of principal in the 2025-2026 school year. The program is designed to provide targeted sessions aligned to the Los Angeles Unified School Leadership Framework (SLF) and the Los Angeles Unified 2022-26 Strategic Plan in the areas of data-driven instructional and operational leadership. After the 10 sessions, all participants will need to take and pass the In-Basket Examination in order to be placed on the Principals Eligibility List.*

### **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, 2024.
- At least eight years of successful full-time certificated service in a public school.

*\*See MEM-053500.6 for a full list of requirements and for information regarding Pilot School candidates and Early Education Center (EEC) candidates.*

### **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-053500.6;
- 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;
- Use the *SLF* as a guide to help you reflect on your leadership experiences using the Self-Assessment and Scenarios (Attachment A);
- Schedule a follow up appointment with your supervisor to have a conversation to review your application and readiness for the program.

### **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 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.



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### **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 Educator Development and Support Branch for paper-screening of the application materials. Applications are screened and scored by Region 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. Region Principal Supervisors and the Educator 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 30, 2024.

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

**A.** Up to 50 applicants will be admitted into the 2024-2025 Aspiring Principals Program.

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

**A.** You may contact Rosie Elmore (rguerr9@lausd.net) or you may call the Educator Development and Support Branch at 213-241-3444.