

STEP UP and Teach Policy Guide

OVERVIEW

The [Supporting Teacher Education, Preparation and Undergraduate Program \(STEP UP and Teach\)](#) provides support and guidance to paraeducators and School Climate Advocates who aspire to become teachers. Benefits of STEP UP and Teach membership include ongoing mentorship on appropriate academic pathways and credential requirements, financial assistance of up to \$8,000 annually for educational and credential-related expenses, and professional development opportunities. Program members commit to working in LAUSD in their credential area for two academic years upon earning a preliminary teaching credential.

CAREER PATHWAYS

Subject Area	Credential Goal	Eligibility	Program Commitment
Special Education (SPED)	Education Specialist Credential <ul style="list-style-type: none"> • Mild Moderate Support Needs • Extensive Support Needs • Deaf and Hard of Hearing • Visual Impairment 	Any employee in a job class belonging to Bargaining Unit B (Instructional Aides, Early Education Aides, SPED Assistants, School Climate Advocates) -or- Unit F (Teacher Assistants)	2 full academic years with LAUSD as a credentialed teacher.
Multilingual & Multicultural (MM)	World Languages other than English (in a qualifying language) or any prerequisite California teaching credential with an added Bilingual Authorization		
Science, Technology, Engineering and Mathematics (STEM)	Single Subject: Mathematics and Science Credentials (see The statutory subjects available for Single Subject Teaching Credentials)		
Art, Dance, Music, Theater	Single Subject (see The statutory subjects available for Single Subject Teaching Credentials)		
Physical Education	Single Subject (see The statutory subjects available for Single Subject Teaching Credentials)		

*Not an exhaustive list

*Subject areas may change based on District need

My current job classification is _____

My preferred subject area is _____

My credential goal is _____

THE CAREER LADDER

STEP UP and Teach members are supported through individualized mentorship and professional guidance as they progress through a series of educational benchmarks and credential requirements, known to the program as steps. It is expected that members make steady progress towards earning a teaching credential as determined by education benchmarks and credential requirements. The goals for each step are outlined below:

STEP	Educational Benchmarks	Credential Requirements	Program Requirements
5	Complete a Teacher Preparation Program	Teaching Performance Assessment (TPA)	<i>Each Membership Year...</i>
4	Completion of Baccalaureate Degree	Reading Instruction Competence (RICA)	attend two (2) virtual professional development events
	Enroll in a Teacher Preparation Program	-OR- Commission Approved Literacy Performance Assessment <i>(for SPED and Elementary only)</i>	-and- attend the in-person Career Ladder Forum -OR- Attend four (4) virtual professional development events
3	Completion of 90 semester units	CTC Subject Matter Competence (CSET or equivalent)	-OR-
2	Completion of 60 semester units	Basic Skills Requirement (CBEST or equivalent)	Complete two RISE activities
	Enroll in a baccalaureate program		<i>*PD Schedule TBD</i>
1	Completion of 30 semester units	US Constitution (course or exam)	Signed Policy Guide Proof of Language proficiency for MM (CSET or coursework)

REVIEW OF INSTRUCTIONAL STANDARDS EXPERIENCE (RISE) (optional)

[Review of Instructional Standards Experience \(RISE\)](#) activities are opportunities to identify and engage in effective teaching practices under the direction of a certificated teacher. RISE activities were developed out of the [Teaching and Learning Framework \(TLF\)](#), which are a set of professional standards used by LAUSD to support the growth and development of classroom teachers. These standards describe clear expectations for effective teaching.

RISE 1: [Planning and Preparation](#)

RISE 2: [Classroom Environment](#)

RISE 3: [Delivery of Instruction](#)

RISE 4: [Additional Professional Responsibilities](#)

MEMBER BENEFITS

A. FINANCIAL ASSISTANCE

Members in good standing may receive up to \$8,000 in reimbursements per academic year for education or credential related out-of-pocket expenses. Reimbursements are deducted from the \$8,000 allowance as funds are dispersed. Requests for reimbursement must be submitted within three (3) months of the purchase or completion of a course/examination.

To qualify for tuition reimbursement, coursework must be completed at a [regionally accredited](#) college or university, must be degree or credential applicable, and must be completed with a grade of “C” or better. Courses taken for a *Pass (P)* or *Credit (CR)* are also acceptable.

*Other Qualifying Expenses

Education or Credential Expenses	Examples of Required Documentation
Tuition	<ul style="list-style-type: none"> ● Proof of course enrollment ● Course syllabus with list of required supplies/materials ● Itemized receipts showing proof of payment ● Transcripts ● CTC payment receipts ● Proof of purchase ● Bank statements ● Financial aid statement <p>Download the STEP UP & Teach Reimbursement Request Form - HR4300 here.</p> <p>*Reimbursements may be taxable. Consult a tax professional for additional information.</p>
Textbooks (rentals and ebooks are accepted)	
School & Classroom Supplies/Materials/Lab fees	
Technology	
University Fees/Parking Permit(s)	
EdTPA/LMS Platform fees	
Foreign Transcript Evaluation (must use a Commission approved vendor and must include course detailed description)	
Certificate of Clearance /CTC document fees	
Fingerprinting/LiveScan	
Public Transportation costs	
Test Preparation/Test Registration fees	

Financial assistance is provided as reimbursement for out-of-pocket or direct pay expenses, including expenditures paid through a student loan. Expenses covered by a scholarship, grant or fee waiver are not reimbursable. Approved reimbursement funds are paid through the member's pay warrant. **Please allow 6-8 weeks for processing and disbursement.**

Requests for reimbursements are made by submitting the appropriate reimbursement request form along with all required documentation within 3 months of grade posting or expenditure.

B. TEST PREPARATION

[Study Materials and Resources for Tests \(SMART\)](#)

The Career Ladder offers test preparation courses and provides free study materials for the following credentialing examinations:

[California Subjects Examinations for Teachers \(CSET\)](#)

[Reading Instruction Competence Assessment \(RICA\)](#) - OR -

Commission-approved literacy performance assessment

Courses offered are in-person. Course schedules are posted to the [SMART website](#). Members may enroll in as many test preparation courses as needed. Course offerings are subject to change and are based on need.

Third Party Vendors

- The Career Ladder contracts with select third party test preparation vendors, allowing enrollment in their courses and/or access to their online resources at no upfront cost. Available courses/resources will be posted to the [SMART website](#). Spaces may be limited. Requests for enrollment will be processed in the order they are received.

C. MENTORSHIP

Career Ladder mentors will meet with members to create an individualized Mentorship Plan (IMP). Member progress will be monitored and updated annually. Members are able to schedule individual advisement meetings with mentors as needed year round.

D. HIRING ASSISTANCE

Support will be provided to successfully complete the certificated pre-employment process. Members at steps 4 and 5 will receive hiring assistance in the form of individual guidance through the recruitment and selection process.

**Career Ladder membership is neither an offer nor a guarantee of eligibility for certificated employment.*

E. MEMBER COMMITMENT

Upon completion of a preliminary credential, members who receive reimbursement are required to serve LAUSD students as a certificated employee for two full academic years. Those participants who do not meet the annual requirements of the program or do not satisfy the employment commitment after earning a preliminary credential will be required to repay the District for any and all financial assistance received throughout their membership in the program.

MEMBER RESPONSIBILITIES

Members are expected to maintain good standing with the BOOST Program to access member benefits. Members are considered to be in good standing when (they):

- A. Maintain employment with LAUSD in a qualifying job classification.
- B. **For the Multicultural and Multilingual (MM) specialization only:** Demonstrate language fluency through passage of the appropriate CSET Language subtest or coursework within the first year of program membership.
- C. Maintain a minimum GPA of 2.0.
- D. Make adequate progress towards earning a teaching credential as determined by education benchmarks and credential requirements.
- E. Obtain a yearly endorsement from your principal or administrative supervisor.
- F. Maintain regular attendance. The District attendance goal is 96% or above attendance rate.
 - Members who must take a leave of absence or resign to complete their credentialing program may defer repayment by providing proof of enrollment in a credentialing program.
 - Members who are approved to take a leave of absence may request reimbursement for expenses incurred during the leave of absence upon returning to active status.
- G. Meet with a Career Ladder Specialist once yearly to review your Individualized Mentorship Plan (IMP), which is used to track and document your progress towards your credential goal.

STEP	Educational Benchmarks	Credential Requirements	Review of Instructional Standards Experience (RISE)
5	<input type="checkbox"/> Completion of Preliminary Credential/License <small>Click or tap to enter a date.</small>	<input type="checkbox"/> Reading Instruction Competence (RICA) <small>Click or tap to enter a date.</small>	<input type="checkbox"/> Teaching Performance Assessment (TRA) <small>Click or tap to enter a date.</small>
4	<input type="checkbox"/> Completion of Baccalaureate Degree <input type="checkbox"/> Enroll in a Teacher Preparation Program <small>Click or tap to enter a date.</small>	<input type="checkbox"/> CTC Subject Matter Competence (CSET or equivalent) <small>Click or tap to enter a date.</small>	<input type="checkbox"/> RISE #4 Delivery of Instruction <small>Click or tap to enter a date.</small>
3	<input type="checkbox"/> Completion of 90 semester units <small>Click or tap to enter a date.</small>	<input type="checkbox"/> Basic Skills Requirement (CBST or equivalent) <small>Click or tap to enter a date.</small>	<input type="checkbox"/> RISE #3 Additional Professional Responsibilities <small>Click or tap to enter a date.</small>
2	<input type="checkbox"/> Completion of 60 semester units <input type="checkbox"/> Enroll in baccalaureate program <small>Click or tap to enter a date.</small>	<input type="checkbox"/> US Constitution (course or exam) <small>Click or tap to enter a date.</small>	<input type="checkbox"/> RISE #2 Planning and Preparation <small>Click or tap to enter a date.</small>
1	<input type="checkbox"/> Completion of 30 semester units <small>Click or tap to enter a date.</small>	<input type="checkbox"/> Policy Guide and Online profile <input type="checkbox"/> MIT Only: Language Proficiency (CSET or Foreign Transcript evaluation) <small>Click or tap to enter a date.</small>	<input type="checkbox"/> RISE #1 Classroom Environment <small>Click or tap to enter a date.</small>
Action Plan			
Educational Benchmarks:			
Credential Requirements:			
RISE #1:	Complete by		
Credential Program/Eligibility:			
Additional Notes:	Submit all requests for reimbursements within 2 months of the expenditure; regularly update your online profile with supporting documents.		

- H. Make a commitment to work for LAUSD in a full-time certificated teaching position for two full academic years upon earning a preliminary teaching credential.

STEP UP and Teach Member Agreement

I have read and understand the Supporting Teacher Education, Preparation and Undergraduate (STEP UP and Teach) Program requirements and member responsibilities as set forth in the STEP UP and Teach Policy Guide.

By initialing below, I agree to the following:

- _____ Maintain active employment with LAUSD in a qualifying job classification
- _____ Attend a yearly Individualized Mentorship Plan (IMP) meeting
- _____ Satisfy attendance requirements for professional development
- _____ Obtain a yearly principal or administrative supervisor endorsement
- _____ Maintain regular attendance as defined by the District's attendance goal
- _____ Make adequate progress towards credential goal as outlined in my IMP
- _____ Work in a certificated full-time teaching position within LAUSD upon earning my preliminary teaching credential

I also understand that if I do not, for any reason: - Fulfill my responsibilities to remain an active member; - Complete the requirements for my designated credential or license; or - Complete the commitment to work with LAUSD as a Certificated full-time contracted employee for two full academic years upon completion of a preliminary credential; I will be required to repay to the Los Angeles Unified School District the full amount of financial assistance received through this program.

Print Name

Signature

Employee Number

Date

Upload your signed policy guide to your [online employee profile](#) in the MY UPLOADED DOCUMENTS tab.