

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
CERTIFICATED WORKFORCE MANAGEMENT & QUALIFICATIONS**

INSTRUCTIONS/REQUIRED DOCUMENTS FOR APPLICANTS

SCHOOL PSYCHOLOGIST, SCHOOL PSYCHOLOGIST--BILINGUAL, SPANISH-SPEAKING
AND SCHOOL PSYCHOLOGIST FOR THE DEAF

Thank you for your interest in the School Psychologist probationary examination. The following instructions are to assist you in completing the application and are in addition to those contained in the examination announcement.

Please complete an online application if you meet ALL of the minimum requirements.

1. Complete all items on the online application; if an item does not apply, "none" should be indicated.
2. Verification of the appropriate California credential you hold, must be submitted (i.e. print-out from CTC website).
3. Each bilingual applicant must submit a photocopy of his/her verification of fluency in the appropriate communication skill. (i.e., District fluency examination, bilingual credential or certificate).
4. Academic preparation will be evaluated primarily through accredited college and/or university transcripts. Please submit legible photocopies of complete transcripts of all course work.

NOTE: TRANSCRIPTS SHOULD EVIDENCE A MASTER'S DEGREE.

5. Candidates trained as school psychologist in another state may apply directly to the Commission if they qualify for certification in the state where the course work was taken based on, at the minimum, a 6-semester unit program in school psychology plus a practicum with school-age children. Those candidates who completed a dual program in school counseling and school psychology must secure confirmation from their institution that the school psychology authorization was based on at least a 60-semester unit program. This is a change from prior regulations that allowed the authorizations, based on a 30-semester unit program, in school counseling and an additional 30-semester unit program in school psychology. Documents supporting evidence of practicum with school-age children must be in the form of either a college transcript and a course description or a letter on letterhead stationery from the practicum administrator of the institution program where the practicum was completed.
6. Each applicant is required to provide a cover letter (letter of intent) and a resumé which will assist the committee in evaluating your qualifications for this position.
7. Each candidate is responsible for securing and submitting appropriate references. Three confidential/non-confidential reference forms must be completed by three referents. A letter of reference must be written by each of the same three referents. Applicants can download the forms on the following website:

http://www.teachinla.com/cert/support_psych.html.

The referents should be your supervisors of the past three years as a school psychologist or intern or your professors and supervisors of your practicum if you are applying to become an intern.

8. The supporting documents and Applicant Checklist may be returned in person or via U.S. mail to:

Vicki Shenkman, Specialist
Los Angeles Unified School District
Special Education Certificated Employment Operations
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017

*Please submit your **completed** application which includes ALL required documents with the exception of the confidential references.*

For further information, please call (213) 241-5300 or e-mail Vicki Shenkman at vicki.shenkman@lausd.net.