



LOS ANGELES UNIFIED SCHOOL DISTRICT

Ready for the World

Division of Adult and Career Education (DACE)

COORDINATOR, LOS ANGELES REGIONAL ADULT EDUCATION CONSORTIUM (LARAEC) 41G (School Support Administrator, 0515)

The Coordinator, LARAEC manages and facilitates the development and implementation of the LARAEC Regional Comprehensive Plan. Under the direction of the Executive Director, Adult and Career Education, the coordinator will organize, manage, and direct plans to coordinate the consortium activities and strategies as identified in the consortium Regional Comprehensive Plan across the member districts and community colleges.

Primary Duties/Responsibilities:

- Coordinates the development, implementation, monitoring, and evaluation of the LARAEC's regional comprehensive three-year and yearly plans
- Coordinates the consortium's activities; monitors data and outcomes related to the program's performance and efficiency
- Analyzes the region's gaps in adult education services as well as student needs; recommends strategies to address gaps and appropriate responses to needs
- Synthesizes information regarding the fiscal, operational, and/or programmatic impact of proposed policy or legislative changes in relation to program, fiscal mandates, reports, and annual budget considerations for the consortium
- Coordinates all member-districts' implementation of the strategies identified in the Regional Comprehensive Plan and reviews interprets, and prepares reports of state policies affecting the consortium
- Coordinates the activities, projects, and deliverables of the Point Persons Team, the Action Planning Team Workgroups, and ad hoc committees
- Coordinates the consortium's responses to the state's California Adult Education Program (CAEP) office, executive team, Action Planning Team Workgroups, and other stakeholders' requests
- Coordinates the development and distribution of periodic performance reports and documents current trends and scope/quality of the programs provided by LARAEC
- Collaborates with member-districts and the Point Persons Team in the implementation of evidence-based Promising Practices Pilots and Program and their evaluation
- Plans and prepares concept papers and projects proposals including those for grants and partnerships, by collaborating with a variety of entities
- Prepares press releases and marketing materials for public dissemination
- Represents LARAEC in presentations, meetings, public events, etc., as needed
- Schedules meetings, sets agendas, provides meeting minutes, and hires/supervises staff to ensure the timely completion of projects and activities
- Archives documents and work products
- Performs other duties as assigned

Salary: 41G, (School Support Administrator, 0515) – A Basis (\$114,794 – \$143,195) – 261 paid days

NOTE: This position will close on June 30, 2024.

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized settlement (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.
- **This position is deemed certificated under Education Code Section 44065, but may not qualify for "Creditable service" under Education Code Section 22119.5 for CalSTRS benefits. However, if the candidate chosen for the position is already a CalSTRS member, he/she can fill out an election form to remain in CalSTRS and thereby obtain CalSTRS credit for this service.**



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Minimum Requirements:

- At least eight (8) years of successful, full-time public school service in a certificated position(s), with no fewer than two (2) years of which must have been in a leadership position(s) (e.g. coordinator, instructional coach, dean)
- A valid California Administrative Service Credential
- An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university
- Completion of required Multicultural Education coursework*
- Must be fully COVID-19 vaccinated and must be able to provide verification of vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site

**Applicants have one year to complete this requirement.*

NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6886.

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

Desirable Experience/Qualifications:

- Knowledge of federal, state, and local policies pertaining to adult and career education
- Knowledge of District and DACE policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Knowledge of the District's Division of Adult and Career Education programs
- Knowledge of Adult Education Block Grant
- Successful experience in project management
- Successful experience as a program analyst
- Leadership skills in strategic planning and implementation and evaluation of programs
- Leadership skills in facilitating group process, including consensus building and conflict resolution
- Effective oral and written communication skills as well as extensive writing experience and ability to make effective public presentations
- Ability to analyze, interpret, and apply data in order to improve educational outcomes and program effectiveness
- Ability to travel to multiple sites throughout the District

Application Procedure:

To be considered for this position, qualified applicants must submit the following application materials as e-mail attachments:

1. Letter of interest that describes qualifications for this position and successful experience in the following areas:
 - Identifying and addressing gaps in adult education services
 - Facilitating group processes to influence educational programs outcomes
 - Collaborating with stakeholders to enhance adult education programs.
2. Current résumé (include employee number, if an LAUSD employee)
3. List of three references that includes the current and next most recent supervisors with their contact information. References will be verified for all applicants who are finalists for the position.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

Application materials must be e-mailed to the Division of Adult and Career Education to Angie Corona at angie.corona@lausd.net. Include the following in the e-mail subject line: **"Coordinator, LARAEC; Applicant Name."** Please do not send hard copies of the application materials.



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DEADLINE: AUGUST 2, 2023 – 5:00 p.m.

All application materials must be received by the filing deadline.

MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.