



## Teacher Assistant Application Job Aide

Thank you for your interest in Los Angeles Unified! Here are some tips to help you submit your online application:

Be ready to upload your documents! Each document that you upload to your profile should be labeled with the name of the document  
(Example: *HighSchoolRequirement\_LastName\_FirstName*)

When reviewing your application, we look for the following **four** requirements:

Visit our website at [www.lausd.org/teacherassistant](http://www.lausd.org/teacherassistant) and click on **TA Qualifications** to review on how to meet the four requirements with one of the alternative options listed in the table.

- ★ **District Proficiency Requirement**
- ★ **Instructional Assistance Requirement**
- ★ **High School Requirement**
- ★ **Proof of Enrollment- [Application for Issuance for Teacher Assistant Certificate](#)**

To submit your online application, please visit our LAUSD Teacher Assistant Unit Home Page at [www.lausd.org/teacherassistant](http://www.lausd.org/teacherassistant) . Click on **Apply Now!** This will bring you to the Certificated Career Center. Click on the position you are applying for. For example: If you are looking to become a teacher assistant, click on the tile.

On the next page, click on the Job Title at the bottom of the page:

Title	Published Date ▼
TEACHER ASST - DEGREE TRA (11500953)	Mar 28, 2025

Please read the brief job information on the next page. When you are ready to apply click on the **Apply Now** box on the right side of the page. You will be directed to the sign-in page for the application system.

**IMPORTANT!**

- ☑ If you are a District Employee, you must sign in with your District Single Sign-On (Your LAUSD email address and password)
- ☑ If you are a **new applicant** to LAUSD and have not previously created an account in the system, you will click on **Create an account** to create your candidate profile and be able to submit applications.
- ☑ If you are a former employee of LAUSD, you will also click on **Create an account** to create your candidate profile with your personal email address.

### Career Opportunities: Sign In

**Already have an account?**  
Enter your email address and password (Credentials are case sensitive).

\*indicates a required field.

Email Address:\*

Password:\*

[Forgot your password?](#)

**Not a registered user yet?**  
**Create an account** to apply for our career opportunities.

- ☑ **Note:** If you create a new account, you will receive an email with a link to verify your new account. **TIP:** Check your spam/junk folder if you do not see the email in your inbox. Click on the link to verify your new account and it will direct you the Sign-In page system to login in.
- ☑ Please **DO NOT** create duplicate accounts. Duplicate accounts can delay the review of applications you submit. If you forgot your password, click on "Forgot your password?" and you will receive an email with a link to reset your password.

Once you have log in you will be directed to your Profile. If you click on a specific position (Teacher Assistant), you will be routed to the job application page, referred to as the Job-Specific Information.

Please read the TIPS at the top of the page and be sure to click on **+Expand all sections** to ensure you do not miss any sections of your profile and/or application. Start by uploading your resume and all your labeled documents.

### TEACHER ASST - DEGREE TRA (11500953) (2372)

Thank you for your interest in employment with the Los Angeles Unified School District.

Your CANDIDATE PROFILE is your online resume which is maintained in the application management system on an on-going basis. The PROFILE will be used as part of any application you submit and can be used by our recruitment team to match you to future job opportunities if desired. If you are applying for a specific job, you will be asked to respond to additional questions along with those included in your profile.

As you complete your profile and respond to the following inquiries, please keep in mind the following:

- The information you provide must be truthful and accurate
- Questions with an asterisk \* are required; you will not be able to save your application if you have not responded to these questions
- The profile/application does not automatically save, so we highly recommend you save frequently.
- TIP: For questions with a drop down, you can click and drag the dots out to expand and view the responses.

**Application Tips Note:** Each section of the profile/application has instructions at the top of the section.

**+ Expand all sections** - Collapse all sections

My Uploaded Documents

**\*The name provided on your application and documents must exactly match the legal name listed on your I-9 documents.** Each document should be uploaded as a PDF file and do not combine your documents into one PDF file.

My Uploaded Documents

Upload documents as required as part of your application or to supplement your application. When applying for a specific job, refer to the job bulletin to determine what documents must be submitted. Note that when you upload a resume, information will automatically populate your candidate profile; it is important that you review (and edit if necessary) the data that has been populated. Accepted file types: DOCX, PDF, Image and Text.

**Resume**

Upload a Resume

**Other Documents**

Add a Document

Be sure to upload your current resume and the required documents in the **Other Documents** section.

In the Desired Employment Details section, you will only need to input your Desired Work Locations. Please select the **REGIONS** that you are interested in working in.

▼ Desired Employment Details

We cover 710 square miles! Let us know in which (large) [regions](#) and (smaller) [communities of schools](#) you're available to work - choose up to 3. Classified (non-teaching) candidates should also specify their work shift, work basis, and full/part-time preferences and will only be considered for vacancies that match their stated choices.

**\* Desired Work Location1**

Region East
▼

**Desired Work Location2**

Region North
▼

**Desired Work Location3**

No Selection
▼

### Job- Specific Information section = The Application

The Job-Specific Information section is the Application for the job which you are applying to (Teacher Assistant). You **MUST** complete this section and answer all required questions for the teacher assistant position.

Please read all the questions in the application from left to right. Upon completion of answering all the questions in the Job-Specific Information section, click **SAVE** at the bottom of the page.

▼ Job-Specific Information

The Los Angeles Unified School District encourages you to fill out this voluntary fair employment questionnaire. This information will be used by this agency for research and statistical purposes only; it will not be used in any way that will affect your candidacy. Please Indicate your Gender:

No Selection
▼

**\* How did your hear about certificated employment opportunities with the District?**

No Selection
▼

**\* By checking this box you are acknowledging that indication of preferences is not a guarantee for specified employment. Assignments are based on district need.**

**If yes, what is your retirement start date?**

MM/DD/YYYY
📅

Comments

The Los Angeles Unified School District encourages you to fill out this voluntary fair employment questionnaire. This information will be used by this agency for research and statistical purposes only; it will not be used in any way that will affect your candidacy. Please Indicate your Ethnicity:

No Selection
▼

**If Professional Organization, please specify:**

**\* Do you currently hold or will you obtain a Baccalaureate degree from an accredited college or university by the end of the current school year (July - June)?**

No Selection
▼

**\* Do you now or have you previously worked for the Los Angeles Unified School District?**

No Selection
▼

**When are you available to start work?**

MM/DD/YYYY
📅

**If Other, please specify:**

**\* Are you currently retired and receiving benefits from CalSTRS?**

No Selection
▼

Before submitting your application, review it carefully to ensure that you have completed all sections and answer all required questions.

Upon completion of all sections, click **SAVE** at the bottom of the page. To submit your application, click the Apply button. (See screenshot of the buttons below.) **Note:** It is suggested that you click on **SAVE** periodically as you are completing your profile and your application to ensure that you do not lose any information.



Once you click on submit:

- ❖ If all required sections and/or questions are not completed, an error message will pop up on your screen and the section pending answer(s) will be highlighted for you to complete.
- ❖ If all required sections are completed upon and you have submitted the application, you will receive an email confirming your application was received.

If you need to return to your profile or application, you can log back into the system using the same login credential by going back to the LAUSD HR Certificated Career Center: <https://careers.lausd.org/pc>

On the upper right-hand side of the page, be sure to click on the LAUSD Employee Login if you are a current District Employee **OR** the External Candidate Login if you are not currently employed with Los Angeles Unified.

Congratulations on completing your online application!

### **Next Steps**

You will receive an automated email from Success Factors regarding your application, along with a friendly reminder to upload a valid Application for Issuance of a Teacher Assistant Certificate (AOI).

- ❖ If you had already uploaded your valid, signed AOI, please note that All applicants receive the same reminder regardless of whether or not they uploaded it.

You can contact LAUSD school sites to inquire about job vacancies or visit our website at <https://www.lausd.org/Page/13576> to view current vacancies.

- ❖ Some LAUSD school sites may prefer to interview candidates who have been cleared by HR and are on the eligibility list, meeting all four requirements.

Applications are reviewed in the order they are received. You'll receive an update on your application after it has been reviewed by HR.

- ❖ If the application is missing information, you will be notified about the missing items.
- ❖ If you meet the minimum requirements, you will be notified that you have been added to the eligibility list and may contact schools with vacancies.

Once you have met all the requirements and have a job offer from a school site, you will be sent an email with the next steps. **Please note: To remain eligible for the Teacher Assistant position, you must be continuously enrolled during both the Fall and Spring semesters and complete a total of 12 semester units or 18 quarter units each school year.**

## Teacher Assistant Unit Contact Information

