



Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
AEVA – Adult Education Virtual Academy

Position Offered: Instructor: High School Equivalency Test Preparation (305094) **Virtual Instruction**

Days/Hours: Saturday 8:00AM - 12:15PM (4hrs)

Work Location: AEVA @ East Los Angeles Skills Center

Job Description: Provide competency-based instruction to adult students based on DACE course outlines

Salary: The salary will be based on the current negotiated Teacher Hourly Rate schedule.

Duties:

- Provide teacher-directed instruction using a variety of strategies, i.e. individual, small, and whole group instruction
- Provide lesson plans or evidence of planning in format appropriate to the teaching assignment
- Assess student's prior knowledge of the subject matter and their instructional level
- Monitor student progress
- Assess students to determine preparedness for the Official HiSET
- Administer CASAS and other required assessments
- Maintain accurate and complete registration and attendance records that meet required deadlines
- Participate in professional growth activities, such as, DACE sponsored conferences and workshops

Minimum Qualifications: The minimum requirements must be met on or before the filing deadline.

- Valid Elementary/Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Teaching Credential with a designation in any of the following subjects (English, Math, Social Studies or Science)

Application Procedures: To be considered, you must submit the following documents. Ensure your name is recorded on each of the documents.

1. Letter of Interest
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. Provide the names and contact information of three professional references who have directly supervised your work performance.
 - One of the references must be your most recent supervisor.
 - If you are currently or were recently employed as a teacher, one of your references must be the school principal.
 - References must hold a supervisory position (e.g., principal, director, administrator, or manager). Do not list colleagues, peers, or students as references.

For each reference, include the following information:

- Name
 - Position Title
 - Employer/Organization
 - Telephone Number
 - Email Address
4. A printout from the California Commission on Teacher Credentialing website showing the designated credentials with the Authorization Description(s) indicating the required minimal qualifications listed.

You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. For applicants invited to the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

Application materials must be in pdf format and emailed to
Alma Alvarez, Principal at alma.alvarez@lausd.net

Include the following in the email subject line: "Job Title, School, Applicant Name"

DEADLINE: November 12, 2025 at 12 noon

All application materials must be received by the filing deadline.

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