



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
Los Angeles Technology Center
3721 W. Washington Blvd., Los Angeles, CA 90018
(323) 373-2300**

Position Offered: CTE Instructor: Personal Care Aide (775040)

Days/Hours: Monday – Thursday 3:30PM – 5:30PM (8hrs)

Planning Time: Monday – Thursday 3:30PM-3:45PM

Job Description: Provide competency-based instruction to high school students based on DACE course outlines.

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

Duties:

- Practice effective classroom management for group study and individualized instruction.
- Maintain a learning environment designed to stimulate interest and maximize learning.
- Maintain accurate classroom records. Submit accurate e-attendance in a timely manner.
- Motivate students to attend class and to complete the program.
- Track and record students' job status after completing the program.
- Provide hands-on practices using project-based learning to prepare students for entry-level employment.

Preferred Qualifications:

- Teaching experience in the specified industry sector.
- Ability to adapt instruction to different learning styles.
- Recent and current industry contact and involvement (job fairs, presentations, etc.)
- Knowledge of DACE's CTE course outlines and program competencies.
- Experience teaching students of diverse populations.

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

- Valid Clear/Preliminary California Teaching Credential with a designation to teach in Health, Science and Medical Technology Industry sector
- Appropriate certification to teach English Language Learners (Cross-cultural Language and Academic Development (CLAD) certificate, Bilingual Cross-cultural Language and Academic Development (BCLAD) certificate, SB1969 certificate, Bilingual Certificate of Competence (BCC), Language Development Specialist (LDS) certificate, English Language Authorization (ELA) certificate, Certificate of Completion of Staff Development (CCSD) per SB1292 or SDAIE certification per SB1292

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

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

- Telephone Number
 - Email Address
4. A printout from the California Commission on Teacher Credentialing website showing the designated credential with the Authorization Description(s) indicating the required minimal qualification 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: **Elizabeth Penuela, Assistant Principal** at epenuela@lausd.net

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

Please do not send hard copies of application materials.

Must be RECEIVED by: November 21, 2025, 12:00PM

All application materials must be received by the filing deadline.

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