



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
West Valley Occupational Center
6200 Winnetka Avenue, Woodland Hills, CA 91367
Extended Deadline**

Position Offered: CTE Instructor: Tax Preparation (751570)

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.

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 adults of diverse populations.

Minimum Qualifications:

- Valid Clear/Preliminary California Teaching Credential with a designation to teach in the Business and Finance Industry Sector
- LAUSD Child Abuse Awareness Training certificate

All minimum requirements must be met on or before the filing deadline.

It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with Human Resources.

Days/Hours: Monday – Thursday 6:15PM-9:00PM (10 hours per week)

Planning Days/Hours: Monday – Thursday 8:30PM-9:00PM

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. List of (3) references including the most recent supervisor (email and phone number)
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: **Karina Ravkina-Matousov, Assistant Principal at kvr73181@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: September 3, 2025 at 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.

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