



Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
Maxine Waters Employment Preparation Center
10925 S. Central Avenue, Los Angeles, CA 90059
(323) 357-7700

Position Offered: Instructor: High School Equivalency Test Preparation (305077)

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:

- 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)
- 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 6:00PM –8:45PM (10hrs)

Planning Time: Monday – Thursday 8:15PM – 8:45PM

Application Procedures: To be considered, you must submit the following 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
Elsa Madrid, Principal at aem76041@lausd.net

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

DEADLINE: July 18, 2025 at 12 noon

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