



**Los Angeles Unified School District**  
**Office of Transitional Programs**  
**Division of Adult and Career Education**  
**Slawson SE Occupational Center**  
**5500 Rickenbacker Road, Bell, CA 90201**  
**(323) 729-6400**

**Position Offered:** Accelerated College and Career Transition (AC<sup>2</sup>T) Program Advisor

**Location:** Huntington Park Adult School & Slawson

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

**Job Description:** The AC<sup>2</sup>T Teacher Advisor provides outreach, orientation, assessment, enrollment, and guidance to students in the Accelerated College and Career Transition Program, (formerly AEWC) in preparation for a high school diploma and/or high school equivalency certificate, the workforce, and/or higher education. The advisor reports to the principal or designee.

**Duties:**

- Oversee the enrollment and instruction of students in compliance with district and state guidelines using a blended learning model incorporating independent study, individualized instruction and technology.
- Evaluates transcripts and develops individualized Student Plans with the students and their parent(s)/guardian(s) to assist students in determining their educational and occupational needs, interests, and abilities.
- Provides continuous monitoring and evaluation of student progress as well as administering District and State assessments including CASAS.
- Compiles and maintains CTE and occupational information; informs students of Division CTE classes and employment opportunities and trends; makes referrals to community agencies to help meet individual student needs.
- Generates reports; maintains accurate and complete records that meet required deadlines.
- Ensures maintenance of classroom materials and use of appropriate and current course contracts, and Schoology and APEX courses.
- Communicates, collaborates and cooperates with various district and non-district personnel.
- Manages AC<sup>2</sup>T site in collaboration with school administration.
- Ensure student progress.
- Communicate with parent(s)/guardian(s) and students to achieve student success.
- Plans and facilitates meetings for program and school-wide information dissemination, discussion, and feedback.
- Enforces district safety procedures and conducts regular emergency evacuation exercises.
- Plans and implements community outreach and program marketing activities.
- Assists classroom teachers with lesson plans, recruitment, and student retention.
- Participate in professional/staff development opportunities including DACE-sponsored conferences and workshops.
- Performs other related duties as assigned

**Minimum Qualifications:**

- Valid California Adult Ed Teaching Credential with a designation to teach any of the following subjects (English, Math, Social Studies, or Science) or a Valid K-12 Teaching Credential and completion of Teacher Consent to Teach Outside of Credentialed Area
- Three years of academic teaching experience.
- Ability to travel to multiple locations on a given day.

**Preferred Qualifications:**

- Recent successful experience as an AC<sup>2</sup>T advisor or teacher
- Demonstrated ability to meet program enrollment, attendance, and graduation targets
- Knowledge of independent study regulations and guidelines
- Experience administering district, state and national assessments
- Knowledge of Division curriculum and grading procedures
- Ability to build and maintain a learning environment designed to motivate and retain students
- Effective organization, interpersonal, written, and verbal communication skills
- Experience in classroom management/instructional methodology for secondary students and young adults
- Experience in classroom management/instructional methodology for secondary and adult students
- Sensitivity in working with a culturally diverse population of adolescents, at-risk youth, and young adults

*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 – Friday 8:00AM-2:30PM (30 hours per week)**

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 **Dora Pimentel-Baxter, Coordinator** at [dpimente@lausd.net](mailto:dpimente@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: August 22, 2025 by 12:00 pm**

**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.