



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

EXTENDED DEADLINE

Position Offered: ESL Instructor: ESL Beginning Low B (500183)

Bell Adult School

Instructional Days/Hours: M-TH 6:15PM – 9:00PM (10 hours per week)

Planning Time: M-TH 8:30PM – 9:00PM

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.

Job Description: Provide instruction to adults in English as a Second Language.

Duties:

- Plan and deliver effective lessons based on student needs and course outlines.
- Administer CASAS pre- and post-tests, ESL promotional test battery, EL Civics assessments and periodic formal and informal assessments.
- Administer and meet deadlines for DACE-SIS attendance, TopsPro (Entry/Update) data forms, and additional documentation as requested.
- Adapt instruction to address students' goals and different learning modalities.
- Assess students' needs individually and provide appropriate responsive instructional strategies.
- Participate with program management team in systemizing quality instruction and implementing the Professional Learning Communities (PLCs) objectives.
- Other related duties as assigned in accordance with District-UTLA agreement.

Preferred Qualifications:

- Recent successful experience teaching ESL to adults.
- Knowledge of adult ESL pedagogy.
- Experience in teaching in a multi-cultural environment.
- Skillful at establishing clear lesson objectives and at making course content accessible to students.
- Ability to build and maintain a learning environment designed to motivate and retain students.
- Skillful at classroom management, including usage of cooperative learning strategies.
- Strong interest in professional growth including ongoing participation in professional development activities.

Minimum Qualification: The minimum requirement must be met on or before the filing deadline.

- Valid California teaching credential with a designation to teach English as a Second Language to adults.

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 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

Sonya Ramirez, Principal at sramir1@lausd.net

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

DEADLINE: November 21, 2025, at 12 PM

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