



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
Abram Friedman Occupational Center
1646 S. Olive Street, Los Angeles, CA 90015
(213) 765-2400**

Position Offered: English as a Second Language (ESL) Pathway Advisor

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

Job Description: The ESL Pathway Advisor supports all aspects of the ESL/Citizenship program at the school site, including traditional ESL courses, contextualized ESL courses (e.g., Integrated Education and Training and Family Success Initiative), and ESL/Citizenship courses. The primary duties of the ESL Pathway Advisor are to provide instruction and personalized support to cohorts of ESL students to ensure progress toward achieving college, career, and civic goals. The ESL Pathway Advisor also supports academic excellence and high-quality instruction by providing ongoing teacher mentoring, coaching, and professional development. Additionally, the ESL Pathway Advisor assists in implementation of all LA Unified School District and LA Regional Adult Education Consortium strategic plans and supports program performance under the Workforce Innovation and Opportunity Act (WIOA). The ESL Pathway Advisor is based at the school site and reports directly to the school principal (or designee).

Duties:

- Provides a variety of direct support services to ensure ESL student progress toward achieving college, career, and civic goals.
- Administers initial language skills assessments to ESL students and provides interpretation of results.
- Delivers comprehensive program orientation and assists ESL students with all aspects of the registration process.
- Guides ESL students in determining short- and long-term goals and developing Individualized Student Plans (ISP) in alignment with identified goals.
- Supports teaching and learning as needed by providing direct in-class instruction to ESL students or targeted out-of-class tutoring.
- Facilitates ESL student access to necessary wraparound support services.
- Increases enrollment via phone, text, and email direct outreach to students on the interest list and support of their DACESIS processing, including digital support.
- Supports transition outcomes by delivering college and career pathway presentations to students and faculty.
- Provides lesson planning guidance and assistance to ESL teachers.
- Facilitates regular ESL department meetings to build instructional capacity and foster collaboration.
- Provides ongoing instructional coaching to all ESL teachers and mentors new/substitute ESL teachers.
- Organizes and supports regular data-driven Professional Learning Community meetings for ESL teachers.
- Coordinates, designs, and delivers ongoing teacher professional development on relevant topics (e.g., standards-based learning, contextualized and differentiated instruction, academic and career pathways, feedback to students, engagement/persistence strategies, etc.).
- Collects and analyzes student performance data (e.g., completions, learning gains, EL Civics assessments, citizenship, employment) to inform continuous improvement processes.
- Assists students to complete EL Civics lessons and assessments and communicates and collaborates with teachers and Program Performance Teacher Assistants to support lesson delivery, grading, and reports.
- Supports teaching and learning as needed by providing curricular and instructional resources to teachers and students.
- Communicates and collaborates with local community colleges to support seamless student transitions and to

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

accelerate student progress toward goal attainment.

- Promotes and supports school community events and student council activities.
- Attends all Division sponsored in-services and all applicable meetings.
- Performs other related duties as assigned.

Minimum Qualifications:

- California Credential authorizing assignment to teach ESL classes for adults
- Three years of ESL teaching experience
- Ability to travel to multiple locations on a given day

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.

Preferred Qualifications:

- Teachers of English to Speakers of Other Languages (TESOL) certificate or Master of Arts degree
- Experience teaching at least two types or levels of ESL/Citizenship classes
- Knowledge of program completion guidelines and requirements
- Knowledge of adult learning/language acquisition theory and practice
- Knowledge of model standards, course outlines, and competency-based instruction
- Knowledge of college and career pathways
- Familiarity with the state's workforce development system
- Demonstrated ability to analyze data and meet deadlines
- Experience in creating and conducting professional development
- Experience building partnerships and collaborating across classes, programs, and systems
- Strong written and verbal communication skills

Days/Hours: Monday–Thursday 5:00PM – 9:00PM (15 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:

Veronica Tylor, Coordinator at vmt6117@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 27, 2025, by 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.