



**Los Angeles Unified School District  
Office of Transitional Programs  
Division of Adult and Career Education  
Evans Community Adult School  
717 N. Figueroa Street, Los Angeles, CA 90012  
(213) 613-7900**

**Position Offered:** Academic Instructor: Adult Independent Studies (305070)

**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:**

- Provide individualized independent study instruction to adults
- Maintain up-to-date accurate student files in compliance with DACE and State guidelines
- Conduct an AIS orientation with all new students, explain AIS rules and procedures in compliance with DACE guidelines
- Keep weekly appointments with each student to receive completed work, discuss progress and issue new assignments
- Continuously track student progress and call students who have not turned in their weekly assignments
- Replenish classroom materials, use current course contracts and keep an accurate book inventory
- Maintain accurate and timely attendance and progress records
- Administer and meet deadlines for DACE SIS and state-required assessments such as CASAS
- Participate in professional growth activities and staff meetings

**Preferred Qualifications:**

- Experience as an instructor of adult students in an AIS program
- Ability to note students' different learning style preferences and to adjust instruction accordingly
- Excellent communication, organizational and record-keeping skills

**Minimum Qualifications:**

- Valid Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Teaching Credential with emphasis 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.*

**Instructional Days/Hours:** Monday – Friday 8:00AM – 10:00AM (10hrs)

**Planning Time Days/Hours:** Monday 8:00AM – 10:00AM

**Application Process:** 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

Anna E. Madrid, Principal at [aem76041@lausd.net](mailto:aem76041@lausd.net)

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

**DEADLINE: October 8, 2025 at 12 noon**

**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.