



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

### Revised Class Time

**Position Offered:** Individual Instruction Lab Teacher: (305070) Belmont CAS

**Job Description:** Teach a variety of academic courses in an Individual Instruction Lab setting

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

**Duties:**

- Provide individualized and group instruction to Adult Secondary Education (ASE) students using various teaching techniques that address different learning modalities
- Use DACE course outlines to prepare and deliver instruction
- Administer assessment tools such as TABE, CASAS, or High School Equivalency preparation exams
- Maintain accurate records of attendance and progress, log completer status, and issue credit slips
- Teach learning strategies and study techniques
- Monitor progress and provide ongoing feedback to students
- Maintain up-to-date classroom materials
- Follow District and school policies and procedures
- Correct assignments in a timely manner
- Other duties as assigned in accordance with the District-UTLA agreement

**Minimum Qualifications:**

- Valid Elementary/Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Credential (English, Math, Social Studies or Science)
- LAUSD Child Abuse Awareness Training Certificate
- Verification of COVID-19 vaccination

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 the Human Resources.

**Preferred Qualifications:**

- Recent successful experience teaching in an Individual Instruction Lab with a high course completion rate
- Have a thorough knowledge of subjects, student learning contracts, and course material
- Willingness to participate in professional and staff development opportunities

**Days/Hours:** Monday - Thursday 6:15PM-9:00PM (10 hours per week)  
Planning Time: M-TH 8:30PM-9:00PM

New applicants and former employees are required to apply and submit an online employment application at: [www.teachinla.com](http://www.teachinla.com)

**Application Procedures:**

To be considered, you must submit the following documents:

1. Letter of Interest that describes successful experience in areas listed above
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. Contact information for three references, one of which must be a current supervisor.
4. Copy of your valid teaching credential

*You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.*

For applicants invited to next step of selection process, please note that initial interviews may be facilitated via a virtual platform.

**Materials must be in pdf format and emailed to: Christine Ramirez, Principal at [crami4@lausd.net](mailto:crami4@lausd.net)**

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

**Application must be received by: June 28, 2024 12:00 p.m.**

Materials sent by fax, school mail or US mail will not be accepted.