



**Los Angeles Unified School District**  
**Office of Transitional Programs**  
**Division of Adult and Career Education**  
**Harbor Occupational Center**  
740 N. Pacific Avenue, San Pedro, CA 90731  
(310) 241-4800

**REPOST**

**Position Offered:** Instructional Technology Teacher Advisor (ITTA) – School-Based Position

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

**Job Description:**

The Instructional Technology Teacher Advisor (ITTA) provides comprehensive support to students and teachers across various instructional programs, including Adult Basic Education (ABE), Adult Secondary Education (ASE), Career Technical Education (CTE), and English as a Second Language (ESL). The ITTA ensures the effective integration of technology tools and platforms into students' learning experiences, guiding them toward college and career goals through direct instruction and personalized support. Concurrently, the ITTA supports teachers through mentoring, coaching, modeling, and professional development, fostering an environment where technology seamlessly enhances learning outcomes. Additionally, the Instructional Technology Teacher Advisor assists in implementing the WIOA Continuous Improvement Plan at the school site to support program performance, reporting directly to the school principal (or designee).

**Proposed Duties:**

- Provides direct support services to students, offering in-class guidance, assistance, and modeling to ensure effective integration of technology tools and platforms into their learning experience.
- Delivers school-based trainings focused on the effective integration of technology into the classroom.
- Provides direct in-class modeling of technology use for teachers and, via co-teaching, direct in-class instruction to students to support effective use of technology tools and platforms.
- Assists students and coaches teachers to ensure access to necessary support services (e.g., learning management system, online learning platforms, digital productivity apps) and effective integration of technology into classroom activities.
- Increases technology adoption with teachers and students and supports their technology-related needs.
- Supports student transitional outcomes by integrating technology to support college and career pathways presentations.
- Provides ways to deliver lessons through use of technology tools and platforms so students have access to instruction to achieve their college and career goals.
- Facilitates trainings to build instructional capacity and foster collaboration around technology integration.
- Provides ongoing instructional coaching to all teachers and mentors new/substitute teachers in the effective use of technology tools and platforms.
- Organizes and facilitates regular data-driven meetings for teachers to share best practices and effective strategies for integrating technology into their teaching.
- Monitors key performance indicators (KPI) as they relate to supporting teachers and students in the standardized implementation of innovative technology in the classroom.
- Assists administration with using learning management systems.
- Provides the principal with regular updates regarding instructional technology KPIs, and instructional technology professional development offerings.
- Attends all Division sponsored in-services and all applicable meetings.
- Performs other related duties as assigned.

**Minimum Qualifications:**

- Clear California Credential in CTE, ESL and/or Academics authorizing assignment to teach adults
- Three years of CTE, ESL, or academic teaching experience

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

- Ability to travel to multiple locations on any given day
- 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.*

**Preferred Qualifications:**

- Experience planning and presenting professional development to enhance and implement innovative technology into the classroom.
- Experience using technology in the classroom, such as using learning management systems, educational software, and other digital tools.
- Strong knowledge of curriculum and instruction.
- Excellent communication and interpersonal skills to work collaboratively with educators, administrators, and staff.
- Familiarity with current trends and research in instructional technology and how they can be applied to improve student learning outcomes.

**Days/Hours:** Mon/Tues/Fri 8AM–1:30PM and Wed/Thurs 1PM–9PM (30hrs per week)

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
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. 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 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](mailto: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: July 5, 2024, 12:00PM**

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