



**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**

**Position Offered:** CTE Instructor: Medical Office Administration 1-5 (761550-90)

**Job Description:** Provide competency-based instruction to high school students based on DACE course outlines.

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

**Duties:**

- Practice effective classroom management for group study and individualized instruction.
- Maintain a learning environment designed to stimulate interest and maximize learning.
- Maintain accurate classroom records. Submit accurate e-attendance in a timely manner.
- Motivate students to attend class and to complete the program.
- Track and record students' job status after completing the program.
- Provide hands-on practices using project-based learning to prepare students for entry-level employment.

**Preferred Qualifications:**

- Teaching experience in the specified industry sector.
- Ability to adapt instruction to different learning styles.
- Recent and current industry contact and involvement (job fairs, presentations, etc.)
- Knowledge of DACE's CTE course outlines and program competencies.
- Experience teaching students of diverse populations.

**Minimum Qualifications:**

- Valid Clear/Preliminary California Teaching Credential with a designation to teach Health, Science and Medical Technology
- 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.*

**Days/Hours:** Saturday 7:30AM – 12:45PM (5hrs)

**Planning Time:** Saturday 11:45PM – 12:45PM

**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. 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: **Victor Gomez, Principal** at [vgomez@lausd.net](mailto:vgomez@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: June 4, 2025, 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.**

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