



**Los Angeles Unified School District**  
**Office of Transitional Programs**  
**Division of Adult and Career Education**  
East Los Angeles Occupational Center  
2100 Marengo Street, Los Angeles, CA 90033  
(323) 276-7000

**Position Offered:** ESL Instructor: Beginning High (500152)

**ELASC**

**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.

**Job Description:** Provide instruction to adults in English as a Second Language.

**Duties:**

- Plan and deliver effective lessons based on student needs and course outlines.
- Administer CASAS pre- and post-tests, ESL promotional test battery, EL Civics assessments and periodic formal and informal assessments.
- Administer and meet deadlines for DACE-SIS attendance, TopsPro (Entry/Update) data forms, and additional documentation as requested.
- Adapt instruction to address students' goals and different learning modalities.
- Assess students' needs individually and provide appropriate responsive instructional strategies.
- Participate with program management team in systemizing quality instruction and implementing the Professional Learning Communities (PLCs) objectives.
- Other related duties as assigned in accordance with District-UTLA agreement.

**Preferred Qualifications:**

- Recent successful experience teaching ESL to adults.
- Knowledge of adult ESL pedagogy.
- Experienced in teaching in a multi-cultural environment.
- Skillful at establishing clear lesson objectives and at making course content accessible to students.
- Ability to build and maintain a learning environment designed to motivate and retain students.
- Skillful at classroom management, including usage of cooperative learning strategies.
- Strong interest in professional growth including ongoing participation in professional development activities.

**Minimum Qualifications:**

- Valid California teaching credential with a designation to teach English as a Second Language to adults.
- 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 8:00AM – 12:15PM (4 hours 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:

Thomas Hernandez, Assistant Principal at [txh9494@lausd.net](mailto:txh9494@lausd.net)

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

**DEADLINE: June 28, 2024, 12 PM**

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