



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: High School Equivalency Test Preparation (305077)

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 schedule.

Duties:

- Provide teacher-directed instruction using a variety of strategies, i.e. individual, small, and whole group instruction
- Provide lesson plans or evidence of planning in format appropriate to the teaching assignment
- Assess student's prior knowledge of the subject matter and their instructional level
- Monitor student progress
- Assess students to determine preparedness for the Official HiSET
- Administer CASAS and other required assessments
- Maintain accurate and complete registration and attendance records that meet required deadlines
- Participate in professional growth activities, such as, DACE sponsored conferences and workshops

Minimum Qualifications:

- Valid Elementary/Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Teaching Credential with a designation 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: M – TH 6:00PM – 8:30PM (10hrs)

Planning Time Days/Hours: M –TH 8:00PM – 8:30PM

New applicants and former employees are required to apply and submit an online employment application at:

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
Melissa McCarthy, Principal at mas6529@lausd.net

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

DEADLINE: June 28, 2024 at 12 noon

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

