



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: Advisor - CTE Pathway

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

Job Description: The CTE Pathway Advisor supports all aspects of the CTE program at the school site, including all industry sectors and career pathways. The primary duties of the CTE Pathway Advisor are to provide instruction and personalized support to cohorts of CTE students in order to ensure progress toward achieving career goals. The CTE Pathway Advisor also supports academic excellence and high-quality instruction by providing ongoing teacher mentoring, coaching, and professional development. Additionally, the Academic Pathway Advisor assists in implementation of all LA Unified School District and LA Regional Adult Education Consortium strategic plans and supports program performance under the Carl D. Perkins Vocational Education Act. The CTE Pathway Advisor is based at the school site and reports directly to the school principal (or designee).

Duties:

- Provides a variety of direct support services to ensure CTE student progress toward achieving career goals.
- Administers initial reading and math skills assessments to CTE students and provides interpretation of results.
- Delivers comprehensive program orientation and assists CTE students with all aspects of the registration process, including completion of necessary workforce development system documents (e.g., Perkins, EDD/I-TRAIN, etc.).
- Assists with completion of annual Perkins grant application for adult programs to the California Department of Education (CDE)
- Guides CTE students in determining short- and long-term goals and developing Individualized Student Plans (ISP) in alignment with identified goals.
- Provides case-management, supportive services, progress reports, and invoicing to I-TRAIN students.
- Supports teaching and learning as needed by providing direct in-class instruction to CTE students or targeted out-of-class tutoring.
- Facilitates CTE student access to necessary wraparound support services.
- Supports transition outcomes by delivering college and career pathway presentations to students and faculty.
- Provides lesson planning guidance and assistance to CTE teachers.
- Facilitates regular CTE department meetings to build instructional capacity and foster collaboration.
- Provides ongoing instructional coaching to all CTE teachers and mentors new/substitute CTE teachers.
- Organizes and facilitates regular data-driven Professional Learning Community meetings for CTE teachers.
- Coordinates, designs, and delivers ongoing teacher professional development on relevant topics (e.g., standards-based learning, contextualized and differentiated instruction, academic and career

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pathways, feedback to students, engagement/persistence strategies, etc.).

- Collects data from CTE instructors to complete required Federal and State Reports.
- Monitors WorkSource Centers and the Employment Development Department (EDD) training contracts.
- Collects and analyzes student performance data (e.g., completions, certifications, internships, college enrollment, employment) to inform continuous improvement processes.
- Communicates and collaborates with local community colleges to support seamless student transitions and to accelerate student progress toward goal attainment.
- Establishes and maintains the Industry Advisory Board and conducts employer outreach by networking with local and regional employers.
- Promotes and supports school community events and student council activities.
- Attends all Division sponsored in-services and all applicable meetings.
- Performs other related duties as assigned.

Minimum Qualifications:

- California Credential authorizing assignment to teach CTE classes for adults
- Three years of adult CTE teaching experience
- Ability to travel to multiple locations on a given day

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:

- Knowledge of California model curriculum standards, course outlines, and competency-based instruction
- Knowledge of college and career pathways
- Familiarity with the state’s workforce development system
- Demonstrated ability to analyze data and meet deadlines
- Experience creating and conducting professional development
- Experience building partnerships and collaborating across classes, programs, and systems
- Strong written and verbal communication skills

Days/Hours: Mon/Wed/Fri 8AM – 2:30PM & Tues/Thurs 1PM – 7:30PM (30hr per week)

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: Veronica Tylor, at 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: June 4, 2025 by 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.

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