



# Los Angeles Unified School District

## Division of Adult and Career Education

### Evans Service Center

**Position Offered:** Teacher-Directed Algebra 1A & 1B Instructor (Hollywood High School)

**Job Description:** Teach Algebra 1A & 1B to high school (concurrent) students

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

**Duties:**

- Provide teacher-directed instruction using a variety of teaching strategies
- Administer assessment tools such as TABE, CASAS, or High School Equivalency preparation exams
- Maintain accurate records of attendance and progress, log completer status, and issue credit slips
- Teach learning strategies and study techniques
- Monitor progress and provide ongoing feedback to students
- Follow District and school policies and procedures
- Correct student work in a timely manner
- Follow Adult Division course outlines

**Preferred Qualifications:**

- Experience teaching math to high school students
- Organizing and planning experience
- Good communication skills
- Supervisory/classroom management skills and experience
- Sound judgment and decision making skills
- Knowledge of Adult Secondary Education course outlines

**Minimum Requirements include:**

- Must hold a valid Secondary Credential or Clear/Preliminary Adult Designated Subject Credential with emphasis in academic subjects and authorization teach mathematics

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 the Human Resources.

**Days/Hours:** Monday – Thursday, 3:30PM – 6:15PM (10 hours/week)

**Application Procedures:**

To be considered, you must submit the following documents:

- Letter of interest that describes 1) experience and 2) skills in teaching high school students as well as 3) classroom management approach
- One-page resume with professional and academic qualifications for the position (include employee number, if an LAUSD employee)
- A recent letter of recommendation from the most recent supervisor
- A copy of your valid teaching credential

Mail (do not fax or email) materials to

Clif de Cordoba, Principal  
Evans Service Center  
717 N. Figueroa Street  
Los Angeles, CA 90015

**Must be RECEIVED by: January 12, 2015 at 5:00 p.m.**