



Los Angeles Unified School District

Division of Adult and Career Education

Huntington Park Service Center

2945 BELGRAVE AVENUE

LOS ANGELES, CA 90255

(323) 826-2400

Position Offered: American Literature and Contemporary Composition Teacher at Southeast High School

Job Description: Teach English to adults and youth in accordance with DACE course outline

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 a format appropriate to the teaching assignment
- Manage and direct effective classroom instruction
- Monitor student progress
- Maintain accurate and complete registration and attendance records that meet required deadlines
- Administer CASAS and other required assessments
- Participate in professional growth activities and staff meetings
- Perform other duties as assigned in accordance with District/UTLA contract

Preferred Qualifications:

- Experience teaching the above subject(s) to adults and youth
- Knowledge of DACE course outlines
- Ability to adapt instruction to different learning styles
- Ability to motivate and retain students
- Strong classroom management skills

Required Qualifications:

- A valid California Teaching Credential with a designation to teach English

Days/Hours: Monday -Thursday, 3:15 p.m.-5:45 p.m. (ten hours a week)

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.

All applicants must submit a letter of interest, a letter of recommendation from a current or past administrator; a resume with professional preparation (include employee number).

Submit materials to:

Juan Urdiales, Principal
Huntington Park Service Area
2945 Belgrave Avenue
Los Angeles, CA 90255

No Faxes will be accepted

DEADLINE DATE: January 12, 2015 at 5:00 p.m.