



Los Angeles Unified School District

Division of Adult and Career Education

MANUAL ARTS SERVICE AREA

3721 W. WASHINGTON BLVD.
LOS ANGELES, CA 90018
323-732-0153

Job Description: The Alternative Education and Work Center teacher provides instruction to students in compliance with District, State, and Federal Guidelines, using the independent study instructional strategy for the high school drop-out recovery program.

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

Duties:

- Assess the needs of students, determine instructional objectives which will best assist students in meeting their identified needs; use appropriate assessment techniques to measure student achievement
- Maintain a learning environment designed to stimulate interest and attendance in the educational environment conducive to maximum learning participation
- Provide for continuous evaluation of student progress as well as administer District and State assessments including CAHSEE, Smarter Balanced, etc.
- Maintain accurate and timely independent study, attendance and student records
- Correct/grade and record (post to contract) student work within 2 weeks of turn in
- Participate in professional/staff development opportunities
- Perform other duties as assigned in accordance with the District-UTLA agreement
- Maintain classroom materials and use of appropriate and current course contracts
- Provide one-on-one instruction in an independent study methodology
- Follow up individually with students at least once per week to assign work and review corrected work and to encourage persistence toward program completion
- Ensure that students are completing courses within a reasonable timeframe
- Sign and date weekly assignment sheets, and keep an appropriate work sample for every student in accordance with Ed Code and CCR
- Call home when students miss appointments (in accordance with SB65 guidelines)
- Provide outreach consultant weekly, with a list of hours completed by students
- Motivate adolescent students to successfully learn
- Interact with parents to achieve student success
- Issue credit slips.

Preferred Qualifications:

- Recent successful teaching experience with "at risk" youth
- II. Lab knowledge/completed training certificate
- Knowledge of /experience teaching Adult Independent Studies
- Knowledge of Language Arts and Math teaching strategies
- Knowledge and Maintenance of classroom materials and use of appropriate and current course contracts
- Experience administering District, State and National assessments
- Knowledge of District, course outlines and grading procedures
- Ability to build and maintain a learning environment designed to motivate and retain students
- Effective organization, interpersonal, written and verbal communication skills
- Experience in classroom management/Instructional methodology for secondary students
- Recent teaching experience in adult school academic subjects
- Strong record keeping and organizational skills
- Sensitivity in working with a culturally diverse population of adolescents
- Ability to use computers as a teaching tool in the classroom

Minimum Requirements:

- Must hold a valid Secondary Teaching Credentials or Clear / Preliminary Adult Designated Subjects Credential with authorization in Academic Subjects

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: Monday - Friday 8:00 a.m. to 10:00 a.m. (10 hours a week)

Application Procedures:

To be considered, you must submit the following documents:

1. Letter of Interest that describes successful experience in the following areas:
 - Teaching "at risk" youth
 - Utilizing Language Arts and Math independent study instructional strategies
 - Administering District, State, and National Assessments (e.g. CASHEE)
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. A current letter of recommendation from the most recent supervisor
4. A copy of your valid teaching credential

You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. Selected candidates will be required to provide proof of completion of LAUSD Child Abuse Awareness Training.

Submit materials to:

Juan Jimenez, Principal
Manual Arts Service Area
3721 W. Washington Blvd.
Los Angeles, CA 90018

No faxes or emails will be accepted

DEADLINE DATE: Monday, January 12, 2015 at 4:00 p.m.