



Los Angeles Unified School District

Division of Adult and Career Education

Maxine Waters Service Area

10925 S. CENTRAL AVENUE
LOS ANGELES, CA 90059
323-357-7700

Position Offered: Teacher-Directed English 3 Instructor (Mervyn Dymally High School)

Job Description: Teach high school (concurrent) students English 3 in a teacher directed format based on DACE course outline

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

Duties:

- Teach English 3 course according to CBE course outlines
- Assess and group students by need
- Work with students individually and in groups
- Provide detailed recordkeeping
- Correct student work in a timely manner
- Perform other duties in accordance with the LAUSD/UTLA Collective Bargaining Agreement

Preferred Qualifications:

- Experience in teaching English high school aged students
- Organizing and planning experience
- Good communication skills
- Supervisory/classroom management skills and experience
- Sound judgment and decision making skills
- Good oral and written communications skills
- Knowledge of Adult Secondary Education course outlines

Minimum Requirements:

- Must hold a valid Secondary Credential or Clear / Preliminary Adult Designated Subject Credential with emphasis in Academic Subjects with an authorization to teach English

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 to Thursday, 3:30-5:30 pm (8 hours a week); 10 week session

Application Procedures:

To be considered, you must submit the following documents:

- Letter of interest that describes skills and experience in teaching high school students and classroom management
- Current resume with professional preparation (include employee number, if an LAUSD employee)
- A recent letter of recommendation from the most recent supervisor
- 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:

Elsa Madrid, Principal
Maxine Waters Service Area
10925 S. Central Avenue
Los Angeles, CA 90059
**No Faxes or Emails will be
accepted**

DEADLINE DATE: January 23, 2015 at 5:00 p.m.