



**Los Angeles Unified School District
Division of Adult and Career Education**

**North Valley Service Area
11450 Sharp Avenue, Mission Hills, CA 91345
(818) 365-9645
Fax: (818) 365-2695**

Position Offered: CTE Instructor for Administrative Assistant 1 at North Valley Occupational Center

Job Description: Provide competency based CTE instruction for a class with students in Administrative Assistant 1.

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

Duties:

- Provide instruction to adult students in compliance with the Division of Adult and Career Education (DACE) course outlines and DACE and District guidelines
- Monitor and discuss progress with students
- Practice effective classroom management for group study and individualized instruction
- Maintain a learning environment designed to stimulate interest and maximize learning
- Maintain up-to-date classroom materials
- Maintain accurate classroom records, submit accurate SIS rosters on-time, log completer status.
- Participate in professional and staff development opportunities

Preferred Qualifications:

- Successful experience teaching adult students and adapting instruction to individual needs
- Knowledge of the DACE's CTE course outlines and contracts

Required Qualifications:

- Experience teaching adults in LAUSD'S DACE CTE programs
- A valid California Teaching Credential with a designation to teach administrative assistant courses

Days/Hours: Monday -Thursday 12:45 p.m. – 2:45 p.m.

All applicants must submit a letter of interest, a resume and, copy of their valid teaching credential.

Selected candidates will be required to provide proof of completion of the LAUSD Child Abuse awareness training. Not all applicants will be selected for interview.

Submit materials to: Rosario Galvan , Principal
At the Address Above

DEADLINE DATE: January 12, 2015 at 5:00 PM