



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

Position Offered: ESL Teacher Advisor, East Valley

Job Description: Responsible for planning and implementing ESL program, including placement assessment of new students and end-of-term promotional testing.

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

Duties:

- Coordinate and manage the ESL program.
- Plan and implement registration procedures for ESL students.
- Assess new students for placement using DACE ESL Placement System; complete intake procedures and paperwork.
- Prepare systematic promotional testing plan and implement school-wide procedures for administration of DACE Promotional Testing Battery; monitor and collect promotional testing results.
- Work collaboratively with ESL faculty on program articulation; facilitate and lead ESL department meetings.
- Assist teachers with instructional materials; assess and monitor textbook needs and place orders for ESL department.
- Support professional development opportunities for ESL teachers.
- Attend all Division ESL Advisors' meetings.
- Other duties as assigned in accordance with LAUSD/UTLA Collective Bargaining Agreement.

Preferred Qualifications:

- Bilingual English/Spanish
- Experience teaching ESL to adults
- Experience with ESL program coordination, intake assessment of students, and management of ESL Promotional Testing
- Knowledge of ESL teaching strategies, including cooperative learning
- Knowledge of curriculum and DACE Course Outlines of all ESL levels
- Recent experience presenting to small and large groups of teachers
- Organizational skills and attention to detail
- Strong skills in verbal and written communication; familiarity with computer applications
- Ability to work with students and collaborate with faculty and administration
- Work well with others and accomplish tasks in a "team" environment

Minimum Requirements include:

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

Days/Hours: Monday, Tuesday and Wednesday, 8:00 a.m. to 12:15 p.m. (12 hours/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.

Application Procedures: To be considered, you must submit the following documents:

1. Letter of Interest
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.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Submit materials to:

Rosario Galvan, Principal
North Valley Service Area
11450 Sharp Avenue
Mission Hills, CA 91345
No Faxes will be accepted

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