



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: Instructor, English as a Second Language Multilevel – Hubbard Elementary Branch Location

Job Description: Provide direct, interactive instruction to adult students in English as a Second Language to Multilevel students.

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

Duties:

- Plan and deliver ESL lessons based on DACE course outlines
- Adapt instruction to address students' goals and different ways of learning
- Informally assess students throughout the term and Administer Adult Division promotional exams
- Administer and meet deadlines for SIS (Student Information System) attendance forms, TOPSpro (Tracking of Programs and Students) data forms and state-required assessments such as CASAS (Comprehensive Assessment System of Adult Students)
- Maintain a minimum number of students in attendance each class meeting in accordance with the District-UTLA Bargaining Agreement
- Provide for continuous evaluation and proper promotional assessment
- Other related duties as assigned in accordance with the District-UTLA Bargaining Agreement

Preferred Qualifications:

- Recent experience teaching Multilevel with DACE
- Familiarity with DACE ESL course outlines
- Skilled at establishing clear lesson objectives and at making course content accessible to students
- Skillful at class management, including with small group configurations
- Ability to build and maintain a learning environment designed to motivate and retain students
- Strong interest in professional growth including ongoing participation in professional development activities

Minimum Requirements

- A valid California Teaching Credential with a designation to teach ESL subject courses
- ***All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that documentation of minimum requirements is on file with the Human Resources Department.***

Days/Hours: Monday - Thursday, 8:15 a.m. to 10:45 p.m. (10 hours/week)

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.

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.

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