



Los Angeles Unified School District

Division of Adult and Career Education

North Valley Service Area

Position Offered: Maintenance and Supervision Instructor at North Valley Occupational Center

Job Description: Teach Maintenance and Supervision Program including Heating and Ventilation, Scheduling Practices and Supervisory Practice classes.

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

Duties:

- Plan and teach lessons based on CTE Course Outlines of the Division of Adult and Career Education.
- Provide group and individualize instruction according to DACE-approved course outlines that include Practical management in custodial personnel, scheduling workloads equitably, scheduling of routine cleaning at a school sites.
- Prepare students to operate various heating, ventilation, and air conditioning units and equipment.
- Teach principles and techniques of various low-pressure boiler operations, fuel systems, and unit heating systems, ventilation systems and air-conditioning systems.
- Prepare students on the principals of supervision, inspection of buildings and grounds, record keeping, and management of personnel.
- Strong record keeping and organizational skills.
- Other related duties as assigned in accordance with the District-UTLA agreement.

Preferred Qualifications:

- Successful past experience in teaching Maintenance and Supervision programs.
- Experience implementing Division of Adult and Career Education (DACE) Course Outlines in Maintenance and Supervision classes.
- Skillful at class management.
- Ability to motivate, retain and assist students in job placement.
- Strong interest in professional growth.

Minimum Requirements:

- Have a valid Designated Subjects Vocational Education Teaching Credential with authorization in Custodial Services.

Days/Hours: Monday-Friday 8:00am to 12:15pm (20 hours per week)

Application Procedures

Submit the following documents to be considered for the position:

- Letter of interest
- Current resume with professional preparation (include employee number, If an LAUSD employee)
- A current Letter of Recommendation from the most recent supervisor.
- A copy of your valid teaching credential.
- Current Certificate of Training for Reporting Child Abuse.

You are advised that meeting the stated minimum requirements does not ensure and invitation to an interview. Submit materials by mail or in person to:

Rosario Galvan, Principal
11450 Sharp Avenue
Mission Hills, CA 91345

DEADLINE DATE: January 12, 2015 by 5:00pm