



Los Angeles Unified School District

Division of Adult and Career Education

Van Nuys Service Area

6200 WINNETKA AVENUE

WOODLAND HILLS, CA 91367

Phone: 818-346-3540 Fax: 818-346-3858

Position Offered: CTE Instructor, Video Production, WVOC Campus

Job Description: Provide technical instruction and practical experience for aspiring video production assistants in pre-production, production, and post-production stages of TV and video projects. Course will be in accordance with DACE course outlines.

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

Duties:

- Provide teacher-directed instruction to adult students using a variety of strategies, i.e. whole, small, and individual group instruction.
- Provide lesson plans or evidence of planning in a format appropriate to the teaching assignment.
- Maintain accurate records of attendance, course completion, grade reporting, and job placements.
- Manage and direct effective classroom instruction.
- Assist students with job placement.
- Develop and maintain industry contacts to ensure support for students.
- Maintain awareness of current industry practices and new technologies.

Preferred Qualifications:

- Teaching experience in the field of Video Production
- Knowledge of DACE Course Outlines for Video Production
- Skill in classroom organization and management
- Ability to work with a diverse student population
- Current knowledge of industry standards and needs
- Willingness to grow professionally

Minimum Requirements include:

- A valid California Career Technical or Vocational Education Teaching Credential with authorization to teach Video Production

(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).

Days/Hours: Monday - Friday, 8:30 – 11:45 a.m. (15 hours per week), WVOC Campus

Application Procedures:

To be considered, you must submit the following documents:

1. Letter of interest that describes
 - a) Experience in teaching Video Production
 - b) Lesson preparation
 - c) Assessment of student progress
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. A recent letter of recommendation from the most recent supervisor
4. A copy of your valid teaching credential with appropriate designation

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.

Please be advised that a demonstration lesson and/or a writing sample may be part of the hiring process.

Submit materials to:

Candace Lee, Principal

At above address or by fax

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