

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ADULT TEACHER, ENGLISH AS A SECOND LANGUAGE

A. Job Purpose

Provides English language instruction in classes designed primarily for adults.

B. Responsible to

Principal

C. Functions

Essential Functions

1. Teaches ESL in classes designed primarily for adults following the appropriate course outline for the students' level.
2. Determines students' language needs and goals.
3. Determines level-appropriate instructional objectives.
4. Designs and implements lessons based on instructional objectives.
5. Use appropriate assessments to determine students' success.
6. Provides lesson activities that address diverse student learning styles, promote a positive learning environment, and have a strong pedagogical foundation.
7. Provides lesson activities that address students' educational and vocational goals, promote viable study and work habits, and encourage a cooperative classroom environment.
8. Maintains a learning environment designed to stimulate interest and attendance; cooperate with school administration and staff in providing such an environment on school site.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

D. Qualifications

Education

Required

An earned bachelor's degree from an accredited college or university.

Desirable

1. Coursework in teaching English as a Second Language (ESL).
2. Coursework in teaching adult learners.
3. Experience teaching ESL to adults.

Experience

Required

At least two years of successful paid teaching service in classes for adults in academic instruction.

Note: One year paid adult hourly-rate teaching service is 400 hours. For definitions of years of service, refer to Policy Guide E23.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of ESL curriculum, and effective instructional methods and materials.
2. Knowledge of the fundamental principles, accepted practices, and research in the field of ESL.
3. Knowledge of, and ability to, implement effective classroom management strategies.
4. Ability to plan and implement effective lessons.
5. Ability to evaluate student achievement of learning objectives based on a variety of assessment techniques.
6. Ability to communicate and work effectively with students, peers, administrators, and other District personnel.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Ability to plan, organize, prioritize, and manage time.
9. Ability to compose and comprehend written communication.
10. Strong record-keeping skills.

Health

Physical and mental fitness to engage in service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Credentials

A California credential authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

NOTE: This is an Adult Hourly Rate (THR) Table class.

Revised 2/08

Updated 3/08

SJ