



Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
Maxine Waters Employment Preparation Center
10925 S. Central Avenue, Los Angeles, CA 90059
(323) 357-7700

Position Offered: Instructor: Financial Literacy (370973) [Accelerated College and Career Transition Program @ 66th Street Branch](#)

Days/Hours: Monday - Thursday 12:30PM – 1:30PM (4hrs)

Job Description: Teach in a teacher-directed classroom setting. Provide competency-based instruction to high school students based on DACE course outlines.

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

Duties:

- Provide individualized and group instruction to Adult Secondary Education (ASE) students using various teaching techniques that address different learning modalities
- Use DACE course outline to prepare and deliver instruction
- Use Schoology resources and Financial Literacy sample lesson templates to plan interactive instruction in Saving and Investing; Income and Taxes; Credit and Debt; and Short and Long-Term Budgeting
- Assess and group students by need and provide detailed recordkeeping and maintenance of student records
- Offer differentiated and varied instruction to address students' educational needs
- Monitor progress and provide ongoing feedback to students
- Maintain a learning environment designed to stimulate interest and attendance that is also conducive to maximum learning
- Administer and meet deadlines for DACE-SIS (DACE Student Information System) attendance rosters, TOPSpro (Tracking of Programs and Students) data forms and state-required assessments such as CASAS (Comprehensive Assessment System of Adult Students)
- Perform other related duties as assigned in accordance with the LAUSD/UTLA Bargaining Agreement

Preferred Qualifications:

- Recent successful experience teaching a high course completion rate
- Have a thorough knowledge of financial literacy and instructional technologies
- Willingness to participate in professional and staff development opportunities

Minimum Qualifications: The minimum requirements must be met on or before the filing deadline.

- A Vald Preliminary/Clear Credential with a Social Science authorization
- Appropriate certification to teach English Language Learners (Cross-cultural Language and Academic Development (CLAD) certificate, Bilingual Cross-cultural Language and Academic Development (BCLAD) certificate, SB1969 certificate, Bilingual Certificate of Competence (BCC), Language Development Specialist (LDS) certificate, English Language Authorization (ELA) certificate, Certificate of Completion of Staff Development (CCSD) per SB1292 or SDAIE certification per SB1292

Application Procedures: To be considered, you must submit the following documents. Ensure your name is recorded on each of the documents.

1. Letter of Interest
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. Provide the names and contact information of three professional references who have directly supervised your work performance.
 - One of the references must be your most recent supervisor.

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

- If you are currently or were recently employed as a teacher, one of your references must be the school principal.
- References must hold a supervisory position (e.g., principal, director, administrator, or manager). Do not list colleagues, peers, or students as references.

For each reference, include the following information:

- Name
 - Position Title
 - Employer/Organization
 - Telephone Number
 - Email Address
4. A printout from the California Commission on Teacher Credentialing website showing the designated credential with the Authorization Description(s) indicating the required minimal qualification listed

You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.

For applicants invited to the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

Application materials must be in pdf format and emailed to: **William Johnson Principal** at william.johnson@lausd.net

Include the following in the email subject line: ***"Job Title, School, Applicant Name"***.

Please do not send hard copies of application materials.

Must be RECEIVED by: December 10, 2025, 12:00PM

All application materials must be received by the filing deadline.

MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.