



**Los Angeles Unified School District
Division of Adult and Career Education
Central Office**

333 S. Beaudry Avenue, 18th Floor, Los Angeles CA 90017
(213) 241-3150

Position Offered: Integrated Education and Training (IET) Teacher Advisor

Job Description: Provide curriculum development support for IET courses and capacity-building opportunities and technical assistance to Division IET instructors.

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

Duties:

- Identify and study promising IET models to inform curriculum development, instructional design, and teacher training.
- Lead the development of integrated basic skills course outlines (e.g., VESL, VABE).
- Assist LARAEC Workgroups in designing and implementing integrated career pathways.
- Assist LARAEC Workgroups in designing and implementing IET pilot projects (e.g., VESL, VABE).
- Design and develop IET capacity building tools and training materials, including online study modules and other curriculum.
- Organize and facilitate regular IET training sessions, communities of practice, and office hours as needed for instructors and administrators.
- Build program capacity by soliciting and training teacher-leaders to facilitate teacher training.
- Collaborate with the Allied Health Specialist and/or Advisor to facilitate the Allied Health IET Community of Practice.
- Provide direct technical assistance to instructors and administrators to support the implementation of IET courses.
- Work with administrators, instructors, and community members to increase awareness of integrated career pathways.
- Work with labor partners to determine basic skills needs by region and industry.
- Represent DACE at District meetings, public forums, and local and state events.
- Develop qualitative feedback systems to monitor the IET course implementation process.
- Maintain ongoing multi-modal communication with the field via email and Schoology.
- Write and oversee grant initiatives, including the ELL Allied Health Grant.
- Gather and analyze IET course data and stakeholder feedback to improve program outcomes.
- Complete required local and state program reports related to IET.

Preferred Qualifications:

- Demonstrated ability to analyze data and meet deadlines
- Experience creating and conducting professional development
- Experience building partnerships and collaborating across programs and systems
- Experience and fluency with collaborative digital platforms such as Google Suite, Schoology, etc.

Minimum Qualifications:

- California Credential authorizing assignment to teach adults
- Three years of teaching experience in adult education
- The ability to travel to multiple locations on a given day
- Knowledge of model standards, course outlines, and competency-based instruction

All minimum requirements must be met on or before the filing deadline.

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

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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 7:30 AM – 4:00 PM (40 hours per week)

New applicants and former employees are required to apply and submit an online employment application at:
https://www.weteachla.com/ats/app_login?COMPANY_ID=00001364

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. List of (3) references including the most recent administrative supervisor (email and phone number)
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 **Veronica Tylor, Coordinator** at vmt6117@lausd.net

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

Please do not send hard copies of application materials.

All application materials must be RECEIVED by: 12/6/2024 by 12:00PM