



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
AEVA - Adult Education Virtual Academy**

Position Offered: Instructor: Equity Pathway for Multilingual Learners (530392)

Virtual Instruction

Work Location: ELASC or Designated DACE School location

Job Description: Provide competency-based instruction to parents and families of learners of exceptional needs based on DACE course outline. Provide direct instruction to advance parent/family engagement, develop parent/family leadership, and strengthen parent/family networks. Facilitate opportunities for families to leverage existing assets to support the academic success and socio-emotional wellness of learners of exceptional needs.

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

Duties:

- Plan and deliver instruction using DACE course outlines.
- Maintain accurate records of attendance and progress
- Offer differentiated and varied instruction to address the educational needs of LAUSD parents and guardians
- 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 and other required data forms
- Other related duties as assigned in accordance with LAUSD/UTLA Bargaining Agreement

Preferred Qualifications:

- Experience providing instruction to parents/guardians
- Knowledge of DACE course outlines
- Knowledge of Special Education process
- Skillful at verbal and written communication
- Proficient in Microsoft Outlook, Google Workspace, Zoom and Schoology
- Skillful at differentiating instruction, establishing clear lesson objectives and making course content accessible to students
- Skillful at classroom management, including small group and pair configurations
- Able to build and maintain a learning environment designed to motivate and retain students
- Committed to professional growth and ongoing participation in professional development
- Effective organizational, interpersonal, written, and verbal communication skills

Minimum Qualifications:

- Must hold a valid Secondary Credential, Multiple Subject Credential or Clear/Preliminary Adult Designated Subjects Credential with emphasis on Academic Subjects
- LAUSD Child Abuse Awareness Training certificate

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 Human Resources.

Days/Hours: Tuesday/Thursday 6:30PM – 8:30PM (4 hours per week)

New applicants and former employees are required to apply and submit an online employment application at: www.teachinla.com

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 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.

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

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

Alma Alvarez, Principal at alma.alvarez@lausd.net

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

DEADLINE: December 6, 2024, at 12 PM

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