



LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF TRANSITIONAL PROGRAMS
DIVISION OF ADULT AND CAREER EDUCATION
North Valley Occupational Center
11450 N. Sharp Avenue, Mission Hills, CA 901345
(818) 256-1400

Position Offered: Accelerated College and Career Transition (AC²T) Program Advisor

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

Job Description: The AC²T Teacher Advisor provides outreach, orientation, assessment, enrollment, and guidance to students in the Accelerated College and Career Transition Program, (formerly AEWG) in preparation for a high school diploma and/or high school equivalency certificate, the workforce, and/or higher education. The advisor reports to the principal or designee.

Duties:

- Oversees the enrollment and instruction of students in compliance with district and state guidelines using a blended learning model incorporating independent study, individualized instruction and technology.
- Evaluates transcripts and develops individualized Student Plans with the students and their parent(s)/guardian(s) to assist students in determining their educational and occupational needs, interests, and abilities.
- Provides continuous monitoring and evaluation of student progress as well as administering District and State assessments including CASAS.
- Compiles and maintains CTE and occupational information; informs students of Division CTE classes and employment opportunities and trends; makes referrals to community agencies to help meet individual student needs.
- Generates reports; maintains accurate and complete records that meet required deadlines.
- Ensures maintenance of classroom materials and use of appropriate and current course contracts, and Schoology and APEX courses.
- Communicates, collaborates and cooperates with various district and non-district personnel.
- Manages AC²T site in collaboration with school administration.
- Ensures student progress.
- Communicates with parent(s)/guardian(s) and students to achieve student success.
- Plans and facilitates meetings for program and school-wide information dissemination, discussion, and feedback.
- Enforces district safety procedures and conducts regular emergency evacuation exercises.
- Plans and implements community outreach and program marketing activities.
- Assists classroom teachers with lesson plans, recruitment, and student retention.
- Participates in professional/staff development opportunities including DACE-sponsored conferences and workshops.
- Performs other related duties as assigned

Minimum Qualifications:

- Valid California Adult Ed Teaching Credential with a designation to teach any of the following subjects (English, Math, Social Studies, or Science) or a Valid K-12 Teaching Credential and completion of Teacher Consent to Teach Outside of Credentialed Area
- Three years of academic teaching experience.
- Ability to travel to multiple locations on a given day.

Preferred Qualifications:

- Recent successful experience as an AC²T advisor or teacher
- Demonstrated ability to meet program enrollment, attendance, and graduation targets
- Knowledge of independent study regulations and guidelines
- Experience administering district, state and national assessments
- Knowledge of Division curriculum and grading procedures
- Ability to build and maintain a learning environment designed to motivate and retain students
- Effective organization, interpersonal, written, and verbal communication skills
- Experience in classroom management/instructional methodology for secondary students and young adults
- Experience in classroom management/instructional methodology for secondary and adult students
- Sensitivity in working with a culturally diverse population of adolescents, at-risk youth, and young adults

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: Monday – Friday 8:00AM-2:30PM (30 hours per week)

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

<https://careers.lausd.org/hr/go/Adult-and-Career-Education-Teacher/9692100/>

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.

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 **Dora Pimentel-Baxter, Coordinator** at dpimente@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: January 13, 2025 by 12:00 pm

All application materials must be received by the filing deadline.

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

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